

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

Please let us know if there are any assignments or work that needs to be completed to keep up with the class. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to the Child]