

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

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a [Grade/Class] student at [School's Name], was unable to attend school on [Dates of Absence] due to [reason for absence, e.g., illness, family emergency].

We have taken the necessary steps to ensure that [he/she/they] will catch up on any missed assignments and lessons during this time. Please let us know if there are any specific tasks that need to be completed.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]