

# School Absence Notification

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing to formally notify you that my child, **[Child's Name]**, a student in **[Grade/Class Name]**, will be unable to attend school from **[Start Date]** to **[End Date]** due to a family emergency.

We understand the importance of attending school and assure you that we will ensure that **[Child's Name]** keeps up with all assignments and classwork during this absence.

Thank you for your understanding.

Sincerely,

**[Your Name]**

**[Your Relationship to the Child]**

**[Your Contact Information]**