

School Absence Notification

Date: [Insert Date]

To: [Teacher's Name]
[School Name]
[School Address]
[City, State, Zip]

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class], will be unable to attend school on [Date(s) of Absence] due to a medical appointment.

Please let us know if there are any assignments or classwork that [Child's Name] should complete during this time. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]