

# School Absence Notification

Date: [Insert Date]

To: [Teacher's Name/School Principal]

From: [Your Name]

Subject: Notification of Absence

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

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

We appreciate your understanding and support regarding this matter. Please let us know if there are any assignments or work that [Child's Name] will need to complete during this absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]