

School Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

School: [School Name]

Address: [School Address]

Dear [Teacher'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)] due to a religious observance. This observance is significant to our family and requires our attendance.

We appreciate your understanding and support in this matter. Please let us know if there are any assignments or materials that [Child's Name] should catch up on upon their return.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]