

School Absence Notification

Date: _____

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I am writing to inform you that my child, [Student's Name], a student in your [Grade/Class Name], will be absent from school on [Date(s)] due to participation in a school-related activity. This activity is [brief description of the activity, e.g., a field trip, sports event].

We understand the importance of regular attendance and assure you that [Student's Name] will catch up on any missed assignments promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]