

School Absence Notification

Date: [Insert Date]

To: [Teacher's Name]
[School's Name]
[School's Address]

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class], was unable to attend school on [Date(s) of Absence] due to transportation issues. Unfortunately, we faced unexpected delays that prevented us from getting to school on time.

We have taken steps to ensure that this issue is resolved and my child will be present in class moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]