

School Absence Notification

Date: [Insert Date]

To Whom It May Concern,

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 [Description of the school-related event, e.g., a field trip, school performance, etc.].

We appreciate your understanding and support regarding this matter. Please feel free to reach out if you require any further information.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Contact Information]