

Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], who is in [Grade/Class], will be unable to attend school on [Date(s) of Absence] due to [reason - e.g., illness, family emergency, etc.].

Please let us know if there are any assignments or coursework that [he/she] needs to complete during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]