

Attendance Justification Letter

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally justify the absence of my child, [Child's Name], a student in [Grade/Class] at [School Name], on [Date(s) of Absence].

[Child's Name] was unable to attend school due to [reason for absence, e.g., illness, family emergency, etc.]. We took the necessary steps to ensure that [he/she/they] is receiving appropriate care and support during this time.

We understand the importance of attendance and are committed to [Child's Name] catching up on any missed assignments or important classwork. Please let us know if there are specific tasks that need to be completed.

Thank you for your understanding and support. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Address]