

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], who is in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to a family emergency.

We appreciate your understanding during this challenging time and will ensure that [Child's Name] keeps up with any missed assignments. Please let us know if there are any specific tasks that need to be addressed.

Thank you for your support.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]