

Date: [Insert Date]

[School Name]

[School Address]

Dear [Teacher's Name/Principal's Name],

I hope this message finds you well. I am writing to formally request an excused absence for my child, [Child's Name], who is a [grade] student at [School Name]. Due to medical reasons, [he/she/they] will be unable to attend school from [start date] to [end date].

[Child's Name] has been under medical supervision and it is important for [him/her/them] to take this time for recovery. We assure you that [he/she/they] will make every effort to catch up on missed assignments and classes upon [his/her/their] return.

Please let us know if you require any further information or documentation regarding this matter. We appreciate your understanding and support.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]