

Absence Notification

Date: [Insert Date]

To:

[Teacher's Name]

[School Name]

[School Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to officially notify 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 [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of attending classes and will ensure that [Child's Name] keeps up with the assigned work during this time. Please let us know if there are any specific tasks or assignments that need to be addressed in their absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]