

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

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

I hope this message finds you well. I am writing to formally request an absence for my child, [Child's Name], who is in [Grade/Class Name]. Due to a family emergency, we will need to be away from school from [Start Date] to [End Date].

We understand the importance of attending school and assure you that we will ensure [Child's Name] stays up to date with any missed assignments or classwork during this period.

Thank you for your understanding and support during this difficult time. Please let us know if you need any further information.

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Contact Information]