

Absence Notification

Date: [Insert Date]

Dear [Substitute Teacher's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend class on [insert date(s)] due to [insert reason, e.g., illness, personal matters, etc.]. I appreciate your willingness to step in as my substitute during my absence.

The lesson plan for the day is attached to this email. Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]