

# Important Notice: Substitute Teacher Assignment

Dear [Class/Grade Level] Parents and Guardians,

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, [Teacher's Name] will be unable to teach today, [Date]. We have arranged for a qualified substitute teacher, [Substitute Teacher's Name], to take over the class in their absence.

[Substitute Teacher's Name] is experienced and will follow the lesson plan prepared by [Teacher's Name] to ensure a smooth transition for our students. We appreciate your understanding in this matter.

If you have any questions or concerns, please feel free to reach out.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]