

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name] at [School Name], was unable to attend school from [Start Date] to [End Date]. This absence was due to their participation in an academic enrichment program designed to enhance their skills in [Subject/Area of Focus].

We believe that this program provided valuable learning experiences that will benefit [Child's Name]'s academic development.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child]