

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], will be absent from school on [Date of Absence] due to a dental appointment.

Please excuse their absence and let us know if any assignments or classwork need to be completed.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]