

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], was unable to attend school from [Start Date] to [End Date] due to a family emergency.

We appreciate your understanding during this difficult time and assure you that [Child's Name] will catch up on any missed assignments and classwork as soon as possible.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Contact Information]