

# Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Absence Notification for [Student's Name]

Dear [Teacher's Name],

I am writing to inform you that my child, [Student's Name], will be unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency].

We will ensure that all missed assignments will be completed upon their return. Please let us know if there are any specific tasks that need to be addressed during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]