

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a student in [Grade/Class] at [School Name], was unable to attend school on [Date(s) of Absence] due to [Reason for Absence, e.g., illness, family emergency, etc.].

We understand the importance of regular attendance and appreciate your understanding in this matter. [Child's Name] is committed to catching up on any missed assignments or lessons during this time.

If further information is needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Child]

[Your Address]