

Parental Excuse Letter

Date: _____

To Whom It May Concern,

My name is [Your Name], and I am the parent/guardian of [Student's Name], who is enrolled in [Grade/Class] at [School Name].

I'm writing to inform you that [he/she/they] was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

Please let me know if any further information is needed. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]