

# Student Absence Notification

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Student's Name], a student in [Grade/Class], was unable to attend school on [Date of Absence] due to transportation issues.

Despite our efforts to arrange alternative transportation, we were faced with unforeseen circumstances that prevented us from getting [him/her/them] to school on time.

We appreciate your understanding in this matter and will ensure that [Student's Name] catches up on any missed assignments or lessons.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]