

Student Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Notification of Absence Due to Travel

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a student in your [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to travel commitments.

We have planned this trip in advance and are aware that this absence might impact [his/her/their] studies. Please let us know if there are any assignments or readings that [Child's Name] should focus on during this time to stay updated with the classwork.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]