

Student Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

School: [School's Name]

Address: [School's Address]

Dear [Teacher's Name],

I am writing to formally notify you that my child, [Child's Full Name], a student in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to [reason for absence, e.g., family emergency, medical issue, etc.].

We understand the importance of education and will ensure that [he/she/they] keeps up with all assignments and coursework during this period. Please let us know if there are any specific tasks or materials that [Child's Name] should focus on while we are away.

Thank you for your understanding and support in this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]