

# Student Absence Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Student's Name], who is in [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to a family emergency.

We appreciate your understanding during this difficult time. If there are any assignments or materials that need to be completed, please let us know so we can ensure [Student's Name] stays caught up with their studies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]