

Date: [Insert Date]

To: [Teacher's Name]

Subject: Absence Notification

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 personal reasons.

We understand the importance of attending classes and will ensure that [Child's Name] completes any missed assignments or homework during this time. We appreciate your understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]