

Letter of Absence

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Student's Name], a student in [Grade/Class Name], will be unable to attend school on [Date of Absence] due to [Reason for Absence, e.g., a school-related event, family emergency, etc.].

We appreciate your understanding and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]