

Subject: Explanation for Missing Assignment

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you about a family emergency that resulted in my child, [Child's Name], being unable to complete the [Assignment Name] due on [Due Date].

Unfortunately, we faced an unexpected situation that required our immediate attention and prevented [Child's Name] from focusing on their schoolwork. We understand the importance of timely submissions and appreciate your understanding in this matter.

We kindly request an extension for the assignment, if possible. [Child's Name] is committed to catching up and completing the work as soon as possible.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]