

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend school on [Date(s) of Absence] due to transportation issues.

We have been facing unexpected difficulties with our regular means of transportation, making it impossible for [Child's Name] to arrive at school on time.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. [Child's Name] will ensure to catch up on any missed assignments and classwork.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]