

School Absence Explanation

Date: [Insert Date]

To: [Teacher's Name]

School: [School Name]

Address: [School Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], was unable to attend school from [Start Date] to [End Date] due to a family emergency. [Briefly explain the situation, if comfortable, e.g., "We had a serious family matter that required our immediate attention."]

We understand the importance of attendance and are committed to ensuring that [Child's Name] catches up on any missed assignments and lessons. Please let us know what materials or work he/she will need to complete at home.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Contact Information]