

# School Absence Notification

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 of Absence] due to a medical appointment.

We appreciate your understanding in this matter and will ensure that [Child's Name] catches up on any missed assignments.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]