

School Absence Notification

Date: [Insert Date]

Dear [Teacher's Name or School Administration],

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 [specific reason for absence, e.g., a family emergency, medical issue, etc.].

We understand the importance of attending school and will ensure that [Child's Name] stays on top of assignments and makes up any missed work during this time. Please let us know if there are any specific tasks or projects that need to be prioritized.

Thank you for your understanding and support during this time. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Address, optional]

[Your Phone Number]