

School Absence Explanation

Date: [Insert Date]

To: [Teacher's Name] [School's Name] [School's Address]

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [Dates of Absence] due to [Reason for Absence, e.g., illness, family emergency, etc.].

We have ensured that [he/she/they] has caught up with the missed assignments and lessons during [his/her/their] absence. Please let us know if there are any further requirements or materials we need to address.

Thank you for your understanding.

Sincerely,

[Your Name] [Your Contact Information] [Your Relationship to the Child]