

Dear Parents/Guardians,

I hope this message finds you well. I am writing to inform you that your child, [Student's Name], was absent from school on [Date(s) of Absence].

The absence was due to [Reason for Absence, e.g., illness, family emergency, etc.]. Please let us know if any further information is needed regarding this matter.

We encourage students to catch up on any missed assignments and classwork. If you have any questions or need assistance, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Contact Information]