

Absence Report

Date: [Insert Date]

To: [Caregiver's Name]

From: [Your Name]

Dear [Caregiver's Name],

I hope this message finds you well. I am writing to inform you that [Child's Name] was unable to attend [school/activities] on [insert dates] due to [reason for absence].

Please let us know if you need any further information or documentation regarding [Child's Name]'s absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]