

Student Absence Notification

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. This letter is to inform you that your child, [Student's Name], was absent from school on [Insert Dates of Absence].

The absence was due to [Reason for Absence]. Please ensure that your child completes any missed assignments or classwork during their absence.

If you have any questions or concerns, please feel free to contact us at [School's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]