

Student Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Notification of Absence

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 [Insert Dates] due to [Reason for Absence].

We assure you that [Child's Name] will catch up on any missed assignments and classwork. If there are any specific tasks that need to be prioritized, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]