

[Parent/Guardian Name]

[Phone]

[Email]

[Month DD, YYYY]

[Teacher Name or Attendance Office]

[School Name]

Dear [Teacher Name or Attendance Office],

Please excuse my child, [Child's Full Name], in [Grade / Homeroom], from school on [date or dates]. [He / She / They] [was absent / will be absent] because of [illness / a medical appointment / a family matter / other reason].

[Optional: Please let me know about any work [he / she / they] missed so we can catch up at home.]

If you have any questions, please contact me at [phone or email].

Thank you,

[Parent/Guardian Name]

Signature: _____