Date

Your Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

Recipient Name

Title

School Name

Street Address

City, State, Zip Code

Dear (Recipient):

I am writing this letter to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will not be attending school on the following date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is our goal to not have the absence affect \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ‘s academic performance. We would like to kindly request any make up work be provided for us to pick up so \_\_\_\_\_\_\_\_\_\_\_\_\_\_ can work on it over the absence period. You may email the assignments and your availability to pick up any necessary materials to the above email address.

Thank you for your understanding.

Sincerely,

Parent(s) Name