

Excuse Letter For School

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Excuse Letter for Absence of [Student's Name]

Dear [Principal's Name],

I am writing to explain the absence of my child, [Student's Name], who is enrolled in **[Grade/Class]** at **[School Name]**. Unfortunately, **[he/she/they]** was unable to attend school on **[Date(s) of Absence]** due to [specific reason, e.g., illness, family emergency, etc.].

[If the absence is due to illness, briefly mention the nature of the illness and, if relevant, note that a doctor's note is attached or available upon request. If the absence is for another reason, provide sufficient detail to help the school understand the situation without compromising your privacy.]

We understand the importance of attending school and are committed to ensuring that **[Student's Name]** stays up to date with **[his/her/their]** schoolwork. To this end, we would appreciate any assignments or notes from classes missed during this period.

[If applicable, mention any steps already taken to address the missed work, such as contacting teachers or arranging for make-up work.]

Please let us know if there are any additional forms we need to complete or if there is further information you require regarding this matter. We apologize for any inconvenience **[Student's Name]'s** absence may have caused and thank you for your understanding and support.

Thank you for your attention to this matter. We are hopeful that [Student's Name] will return to school on **[expected return date]** or as soon as **[he/she/they]** is able.

Sincerely,

[Your Name]

[Your Contact Information]