
School Absence Letter For One Day

Thomas Anderson
321 Willow Lane
Columbus, OH, 43220
April 3, 2024

Ms. Elizabeth Green
Principal
Columbus Community School
456 Education Way
Columbus, OH, 43221

Dear Ms. Green,

Subject: One-Day Absence of Alex Anderson on April 5, 2024

I am writing to inform you that my son, Alex Anderson, a third-grader in Mr. Johnson's class at Columbus Community School, will be absent for one day on April 5, 2024. This absence is due to a medical appointment that could not be scheduled outside of school hours.

We understand the importance of attending school and have ensured that this appointment is necessary for Alex's health and well-being. We will ensure that Alex catches up on any missed work or assignments from his day of absence.

I kindly request that Alex's absence on April 5th be excused and that any necessary arrangements be made to help him make up for the missed school day. We appreciate the school's understanding and cooperation in this matter.

Thank you for your attention to this situation. Please let us know if any further information is required.

Sincerely,

Thomas Anderson

thomas.anderson@email.com

(614) 555-7890