

# School Absence Letter From Parents

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**Natalie and David Chen**

**856 Elm Street**

**Denver, CO, 80203**

**April 3, 2024**

**Dr. James Carter**

**Principal**

**Mountain View Elementary School**

**1122 Summit Ave**

**Denver, CO, 80204**

Dear Dr. Carter,

**Subject: Absence of Lucas Chen on April 10, 2024**

We are writing to inform you of the absence of our son, Lucas Chen, who is in the 4th grade at Mountain View Elementary School, on April 10, 2024. Lucas will be undergoing a minor dental surgery on this day, which necessitates his absence from school.

We have arranged for this procedure during school hours because of the surgeon's limited availability and to ensure that Lucas receives the necessary treatment without undue delay. We understand the importance of Lucas's regular attendance and are committed to minimizing the disruption to his education.

To ensure continuity in his learning, we will coordinate with his teacher, Mrs. Thompson, to obtain any assignments or classwork he may miss during his absence. We will also ensure that Lucas completes these tasks promptly upon his recovery.

We kindly request that Lucas's absence be marked as excused and would appreciate any support the school can provide to help him catch up with any missed lessons or activities.

Thank you for your understanding and assistance in this matter. Please let us know if there is any additional information you require or paperwork we need to complete.

Sincerely,

**Natalie and David Chen**

**natalie.david.chen@email.com**

**(303) 555-1234**