Your Name

Street address

City, county, postcode

Phone number

Email address

Date

Recipient Name

Title

School Name

Street address

City, county, postcode

Dear: Recipient Name

I am writing to inform you that Student Name will be absent from school from date to date. Explain absence.

Our aim is for this absence from class not to affect Student Name's academic performance. Please let me know if any assignments will need to be completed before we leave. We will make every effort to ensure that Student Name's school work is completed while we are away.

Please email me at email with Student Name's assignments for the days that he/she will be absent. Thank you for your cooperation and understanding.

Yours sincerely,

Your Name