

Yesterday's Absence Letter to Teacher Format

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Absence Notification for [Student's Name], [Class and Section], on [Date]

Dear [Teacher's Name],

I am writing to inform you that my child, [Student's Name], was unable to attend school yesterday, [Date], due to [briefly explain the reason, e.g., illness, family emergency, etc.].

We apologize for any disruption caused by [his/her] absence and assure you that we will ensure [he/she] catches up on any missed assignments and classwork promptly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Signature if sending a hard copy]