Example of Excuse Letter for Not Attending Class

[Date]

To: Administration [or professor insert name here] at [Insert the proper name of the institution.

From: [Your Name Here] Parent of [student’s full legal name and ID number]

Subject: Regarding their absence from [insert classes] on [insert date or dates]

I am writing to inform you that our/my child [student’s full name] was/will be absent for the dates listed above. Regrettably, they were/are [sick with \_\_/ injured by \_\_/ having surgery at \_\_\_/attending a family funeral for \_\_/ or another valid reason goes here]. [Student’s name] will return/returned to class on [date].

Student [or the name of another responsible party] will pick up their classwork on [date].