

Dear \_\_\_\_\_:

My child, \_\_\_\_\_, was absent  
on \_\_\_\_\_ because \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Dear \_\_\_\_\_:

My child, \_\_\_\_\_, was absent  
on \_\_\_\_\_ because \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_