

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

I am parent/guardian of \_\_\_\_\_ Home Room \_\_\_\_\_

and wish to advise that his/her absence from school on \_\_\_\_\_

was due to \_\_\_\_\_

I have/have not enclosed a medical certificate

Yours sincerely

\_\_\_\_\_

Parent's Name

\_\_\_\_\_

Parent's Signature