

## Letter Requesting an Absence

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Month / Day / Year

To the Principal  
Gyosei International Primary School

I / We am / are writing to inform you that our child

\_\_\_\_\_ (Child's full name),

Grade\_\_\_\_\_Class Number\_\_\_\_\_was absent / will not come to school

on (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_.

It is because of (reason)\_\_\_\_\_

\_\_\_\_\_.

Sincerely yours,

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Parent's Name / Signature