Dear Teacher

...........................................................................(name of student) in class .................... was absent from school on ................................................................. (dates) because he/she:

Please tick one

□ Was sick
□ Had a medical or dental appointment
□ Was required for urgent family business
□ Other ..............................................................................................

Yours sincerely

.............................................................................. (parent/guardian signature)  /  /  (date)

Contact phone number ..............................................................................

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