

ABSENTEE LETTER

Dear _____ (Register Teacher)

_____ (Full name of Learner)

Grade _____

Please excuse my child's/ward's absence from school from

_____ to _____ (Date(s)).

My child/ ward was unable to attend school due to (please provide details):

Parent's / Guardian's name: _____

Parent's / Guardian's signature: _____

Parent's / Guardian's contact number: _____

Date: _____

Doctor's note attached: YES / NO