



Absence Note

Dear Mrs. McDowell,

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

This is to notify you that \_\_\_\_\_ missed  
(name of student)

school on \_\_\_\_\_ for the following  
(date of absence)

reason: \_\_\_\_\_.



Sincerely,



\_\_\_\_\_

Absence Note

Dear Mrs. McDowell,

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

This is to notify you that \_\_\_\_\_ missed  
(name of student)

school on \_\_\_\_\_ for the following  
(date of absence)

reason: \_\_\_\_\_.



Sincerely,



\_\_\_\_\_

