

# Note to Teacher

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

Dear \_\_\_\_\_,

My child, \_\_\_\_\_

was/will be late on \_\_\_\_\_ because \_\_\_\_\_  
\_\_\_\_\_

was/will be absent on \_\_\_\_\_ because \_\_\_\_\_  
\_\_\_\_\_

has a doctor/dentist appointment at \_\_\_\_\_ and  
I will pick up at \_\_\_\_\_

can be excused from \_\_\_\_\_

will be going home with \_\_\_\_\_

has my permission to \_\_\_\_\_ on \_\_\_\_\_

Enclosed is money in the amount of \$\_\_\_\_\_ for \_\_\_\_\_

Please call/email me to discuss: \_\_\_\_\_  
\_\_\_\_\_

Thanks!

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

