
Date _____

The Year Teacher

Year ____

Tavua College

Dear Sir/Madam

RE: Absenteeism

I am writing to inform you that my child/ward _____ of Year _____ was not able to come to school on _____ since

_____.

I assure you that I will complete/update all my work as soon as possible.

Thanking you in anticipation.

Yours faithfully

_____ sign

_____ Name

Phone contact : _____