

Date:

Dear Parents/Carers,

Your son/daughter was absent from school on:

---

I would be grateful if you could let me know the reason for his/her absence.

Yours sincerely,

Data:

Prezados Pais/Responsáveis,

Seu filho não compareceu à escola no dia:

---

Ficaria agradecida se pudesse informar-me o motivo da falta.

Atenciosamente,

---