

[Date]

To Whom It May Concern:

Please excuse [*client's name*] from school so that he/she can attend therapy at [*practice name*] on [*time/day(s)*]. **-OR-** Please excuse [*client's name*] for being absent from school for a therapy appointment on [*date*].

[Insert any additional comments here that pertain to or impact the client's school attendance, academic performance, or school activities.]

If you have any questions, don't hesitate to contact me at [*phone number*].

Thank you,

[*Your Name*]

[*Practice Name*]