

Quick Substitute Request

Subject: Substitute Teacher Request - [Date]

Dear [Administrator/Secretary Name],

I need to request a substitute teacher for [Date] due to [brief reason - illness/personal emergency/professional obligation].

Class Information:

- Grade/Subject: [Details]
- Number of students: [Number]
- Special considerations: [Any relevant details]

I have prepared detailed lesson plans and will leave them in the substitute folder on my desk. All materials are organized and ready. Emergency contact information and classroom procedures are clearly posted.

If you need to reach me, I will be available at [phone number] until [time].

I apologize for any inconvenience and appreciate your assistance in securing coverage for my classroom.

Thank you,

[Your Name]

[Date and time of request]

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