

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Teacher's/Principal's Name],
I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a [grade/class] student at [School's Name], is experiencing a fever and will be unable to attend school on [dates]. We will ensure that [he/she/they] keeps up with any missed assignments and homework during [his/her/their] time away from school. Thank you for your understanding. Please let us know if you need any further information.

Sincerely,
[Your Name]
[Your Relationship to Child]