

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], was unable to attend school on [dates of absence] due to illness. [He/She/They] was experiencing [brief description of illness, e.g., fever, flu, etc.], and we felt it was best for [him/her/them] to rest and recover at home.

We have ensured that [he/she/they] is following the necessary recovery steps and is now feeling much better. [Child's Name] is eager to catch up on any missed assignments and is committed to staying on track with [his/her/their] studies.

Please let us know if there are any specific tasks or homework that need to be submitted. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]
[Your Relationship to the Student]