

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend class on [specific date] due to illness. I have been experiencing [brief description of illness, e.g., "a severe flu"] and, as a result, was unable to participate in our scheduled lessons.

I understand the importance of attending class and am committed to keeping up with the coursework. I would appreciate any assistance you could provide in terms of missed assignments or notes from the class. Thank you for your understanding. I look forward to returning to class once I have fully recovered.

Sincerely,

[Your Name]
[Your Class/Grade]