

[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], a student in [Grade/Class Name], was unable to attend school on [dates of absence] due to illness.

We have ensured that [he/she/they] is receiving the necessary care and rest and will return to school as soon as [he/she/they] is well enough.

Please let us know if there are any assignments or materials that [Child's Name] should catch up on during [his/her/their] absence.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to the Child]