

[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 formally inform you that my child, [Child's Name], a student in [grade/class], has been unable to attend school from [start date] to [end date] due to mental health challenges.

We have consulted with a mental health professional and are following their recommendations for treatment and recovery. We believe that [Child's Name] will benefit greatly from this time away from school to focus on their well-being.

We appreciate your understanding and support during this time. Please let us know if there are any assignments or materials that [Child's Name] should complete during their absence.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Relationship to the Child]