

[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 your [Grade/Class Name], was unable to attend school on [Dates of Absence] due to [brief description of illness].

We appreciate your understanding and support during this time. [Child's Name] is currently recovering and will return to school on [Expected Return Date].

Thank you for your consideration. If you need any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Relationship to the Student]
[Your Signature (if sending a hard copy)]