

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 from [Start Date] to [End Date] due to illness.

We have ensured that [he/she/they] is receiving proper care and is on the path to recovery. Please let us know if there are any assignments or materials that [Child's Name] will need to catch up on during [his/her/their] absence.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Phone Number]