

[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 letter 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 [specific medical reasons or illness].

We have sought medical attention, and [he/she/they] is currently recovering and will be able to return to school on [Expected Return Date]. I kindly request any assignments or materials that [Child's Name] may have missed during this time to help [him/her/them] catch up.

Thank you for your understanding and support. If you need any additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Relationship to the Student]