

[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] at [School's Name], was unable to attend school on [dates of absence] due to illness.

[Optional: Brief description of the illness or symptoms, if desired.]

We have ensured that [he/she/they] is receiving appropriate care and is on the path to recovery. Please let us know if there are any assignments or classwork that [he/she/they] needs to complete during this time.

Thank you for your understanding.

Sincerely,
[Your Name]