

[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], was unable to attend school on [Dates of Absence] due to illness.

We have ensured that [he/she/they] is recovering and will be catching up on any missed assignments. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Phone Number]