

[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 from [Start Date] to [End Date] due to illness.

[He/She/They] experienced [briefly describe illness or symptoms, e.g., fever and flu-like symptoms]. We believed it was best for [him/her/them] to stay home and recover to prevent the spread of illness to classmates. We appreciate your understanding and support. [Child's Name] will make sure to catch up on any missed assignments and homework.

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]  
[Your Contact Information]