

[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 am writing to inform you that my child, [Child's Name], a student in your [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to illness.

During this time, [he/she/they] experienced [brief description of illness, if comfortable sharing], which required rest and recovery.

[Child's Name] is now feeling better and is eager to catch up on any missed assignments or lessons.

Thank you for your understanding. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]