

[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 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, e.g., flu symptoms], making it impossible for [him/her/them] to participate in school activities.

We have ensured that [he/she/they] is now feeling better and is ready to return to school. Please let us know if there are any assignments or important lessons that [he/she/they] needs to catch up on.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]