

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally excuse my child, [Child's Name], from school on [Dates of Absence] due to illness. [He/She/They] was unable to attend classes as [he/she/they] was experiencing [brief description of illness, e.g., flu-like symptoms, a severe cold, etc.].

We have consulted a healthcare provider, and [he/she/they] is now following the recommended treatment plan to ensure a full recovery. [Child's Name] is eager to return to school and catch up on any missed assignments.

Thank you for your understanding. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]