

[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 formally excuse my child, [Child's Name], from school on [dates of absence] due to illness. [He/She/They] was unable to attend classes because [brief explanation of the illness, if appropriate].

Please let me know if there are any assignments or classwork that [Child's Name] needs to catch up on upon [his/her/their] return. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Relationship to the Child]