

[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], was unable to attend school on [Dates of Absence] due to illness.

[Child's Name] was experiencing [brief description of illness, e.g., a fever, flu symptoms, etc.], and we felt it was best for them to rest and recover. We appreciate your understanding and support during this time. Please let us know if there are any assignments or materials that [Child's Name] needs to catch up on.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to the Student]