

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

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

Dear [Principal's Name],

I am writing to formally excuse my child, [Child's Name], a student in [Grade/Class Name], from school on [Dates of Absence] due to illness.

[He/She/They] was unable to attend school during this time as [he/she/they] was experiencing [brief description of illness, if comfortable sharing].

We have taken the necessary steps to ensure [his/her/their] recovery and [he/she/they] is eager to return to school as soon as possible. Please let us know if there are any assignments or notes [he/she/they] needs to catch up on.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]