

[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 your [grade/class name], was unable to attend school on [dates of absence] due to an illness.

After consulting with a physician, it has been advised that [he/she/they] rest and recover at home during this time. We have ensured that [he/she/they] is following all necessary treatment and care.

Please let us know if there are any assignments or materials that [Child's Name] needs to catch up on once [he/she/they] returns to school.

We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Child]