

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [son/daughter], [Child's Name], was unable to attend school on [dates of absence] due to illness.

[He/She] experienced [brief description of illness or symptoms], which required [him/her] to rest and recover at home. We have ensured that [he/she] is following the appropriate medical advice and is on the road to recovery.

Please let us know if there are any assignments or classwork that [Child's Name] needs to catch up on, and we will make sure that [he/she] completes them promptly.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Contact Information]