

[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 [Date(s) of Absence] due to illness. [He/She/They] was experiencing [brief description of illness, e.g., fever, cough, etc.], and we felt it was best for [him/her/them] to rest at home to recover fully.

We understand the importance of keeping up with assignments and lessons. Please let us know if there are any materials or work that [Child's Name] needs to catch up on.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to Child]