

[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/Principal's Name],
I hope this message finds you well. I am writing to formally inform you
that my child, [Child's Name], a student in [Grade/Class Name], was
unable to attend school from [Start Date] to [End Date] due to illness.

[Optional: Brief description of illness, if comfortable sharing]

We have ensured that [he/she/they] is recovering and will be ready to
return to school on [Return Date]. Please let us know if any assignments
or classwork need to be completed during this time.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to the Student]