

[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 [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to illness.

[Child's Name] experienced [brief description of illness, e.g., flu symptoms, a high fever, etc.], which required rest and recovery at home. We have ensured that [he/she/they] is now feeling better and is ready to return to school on [Date of Return].

Please let us know if there are any assignments or class materials [Child's Name] needs to catch up on. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]