

[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 am writing to inform you that my [son/daughter], [Child's Name], a student in [grade/class], was unable to attend school on [dates] due to [brief explanation of illness].

[He/She/They] is now recovering and will be able to return to school on [expected return date]. I kindly request that you provide any assignments or notes that [he/she/they] may have missed during [his/her/their] absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]