

[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 child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [Dates of Absence] due to [brief explanation of illness].

We have taken the necessary steps to ensure [he/she/they] is recovering and will be able to return to school on [Expected Return Date].

Please let us know if any assignments or classwork need to be completed during [his/her/their] absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]