

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I am writing to inform you that my child, [Child's Name], a student in [grade/class name], will be unable to attend school from [start date] to [end date] due to illness.

We have consulted with a doctor and are following their recommendations for rest and recovery during this time.

Please let us know if any assignments or classwork can be sent home, as we would like to ensure [he/she/they] stays on track with [his/her/their] studies.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]