

[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 on [Dates of Absence] due to illness.

[He/She/They] experienced [brief description of illness, e.g., flu symptoms, a high fever, etc.], and upon the advice of our doctor, [he/she/they] needed to rest and recover at home.

We kindly ask for your understanding and support in providing [Child's Name] with any assignments or class materials [he/she/they] may have missed during these days. Please let us know if there's anything else we can provide or if you require a doctor's note.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to the Child]