

[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], was unable to attend school on [Date(s)] due to illness.

We appreciate your understanding and support during this time. Please let us know if there are any assignments or materials that [he/she/they] needs to catch up on.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]