

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 your [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to [brief description of illness, e.g., a severe cold, flu, etc.].

We have ensured they rest and recover, and they are now feeling better. [Child's Name] will be returning to school on [Return Date]. Please let us know if any assignments or homework need to be made up.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Phone Number]