

School Absence Notification

Date: [Insert Date]

To: [Teacher/Principal's Name]

[School's Name]

[School's Address]

Dear [Teacher/Principal'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 illness. [He/She] was experiencing [brief description of illness, e.g., fever, flu symptoms], and we felt it was best for [him/her] to rest and recover at home.

We have consulted with a healthcare provider and are following their advice. [Child's Name] is feeling better and is eager to return to school on [Expected Return Date].

Please let us know if any assignments or classwork needs to be made up.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]