

Date: _____

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher'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 healthcare professional, and they have advised us that [he/she/they] needs to rest and recover during this time.

We appreciate your understanding and support. Please let us know if any assignments should be completed during [his/her/their] absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]