

Absence Notification Letter

Date: [Insert Date]

To,

[Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally notify you that my child, [Child's Name], a student in [grade/class], will be unable to attend school from [start date] to [end date] due to illness.

We have consulted with a healthcare professional and are following their recommendations for recovery. During this time, we will ensure that [Child's Name] stays up to date with any assignments and work missed.

Thank you for your understanding and support. Please let us know if there are any specific assignments or materials that we should focus on during [his/her] absence.

Sincerely,

[Your Name]

[Your Contact Information]