

Temporary Medical Absence Notification

Date: [Insert Date]

To: [Teacher's/Principal's Name]

[School Name]

[School Address]

Dear [Teacher's/Principal's Name],

I am writing to formally notify you that my child, [Child's Full Name], a student in [Grade/Class Name], will be absent from school due to medical reasons. [He/She/They] has been advised by [his/her/their] doctor to take time off for recovery.

The anticipated period of absence is from [Start Date] to [End Date]. We will ensure that [Child's Name] keeps up with missed assignments and classwork during this time.

Thank you for your understanding and support regarding this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

[Your Full Name]

[Your Relationship to the Child]

[Your Address]