

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my [son/daughter], [Student's Name], a student in [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to illness.

We have consulted with our healthcare provider and have taken the necessary steps for [his/her] recovery. [He/She] is now feeling better and is looking forward to returning to school on [Return Date].

Please let us know if any additional information is required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student]