

Date: [Insert Date]

[Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Student's Name], a student in your [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to mental health reasons.

Please understand that mental health is a crucial aspect of well-being, and [Student's Name] needed this time to focus on their mental health and recovery.

We appreciate your support and understanding during this time. If possible, I would like to request any assignments or materials that [Student's Name] missed during their absence to help them catch up.

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]