

Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Absence Due to Illness

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in your [Grade/Class Name], was unable to attend school on [dates of absence] due to illness.

We have consulted with a healthcare provider and are following their recommendations for recovery. [He/She/They] is expected to return to school on [Return Date].

Please let us know if there are any assignments or materials that [Child's Name] should focus on during [his/her/their] recovery.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]