Your Name

[Street Address]

[City, ST ZIP Code]

[Date]

[Teacher’s Name]

[Grade and room number]

[School Name]

Dear [Teacher’s Name]:

My son Adam currently studying in nursery-G was unable to attend school on Monday and Tuesday due to a severe sore throat. Thank God his fever has waned, and he has stopped coughing as well. I am sending him to school today as he is feeling much better now. I surely don’t want him to lack behind in studies.

I request you please give him all his missed work for the days he was absent so that he may be able to cope up with his studies well in time.

Sincerely,

Alex

cc: [Principal’s Name]