[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope you are doing great.

Thanks for being such an amazing teacher. My son has a very special attachment with you. Not only I have seen his grades improve but I have also seen him become a better person being in your company. I am writing this letter due to the absence of my son during the last week. He loves coming to school and skipping school makes him really dull and upset. But it was the need of the hour to stay at home.

Sam’s father is sick these days. And he had to get admitted to the hospital. As it was an emergency which was not forecasted at all, Sam got worried and stressed. It was getting hard for me to manage my sick husband and Sam’s school at the same time. So, following my advice, Sam had to skip school for a couple of days. He is catching up with all the pending homework and will be on top of things soon.

With thanks

Mrs. Shaggy