[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.

I am writing this letter to inform you regarding my daughter’s absence from school. She has been a very punctual and a regular student. But since last few days, I noticed she felt down. So, we decided to take her to the doctor. Upon her examination, the doctor suggested that she has been under pressure of the exams due to which she is feeling very dull and low. She has been complaining of headaches and blackouts.

You know how kids can react to stress in this age. Therefore, we decided her to take the rest of the day off and recover from any stress. But I can assure you that she has been feeling better than before and will be rejoining from tomorrow. She has been catching up on any missed lectures and assignments. I hope she will not give you any reasons for disappointment.

With thanks

Mrs. Shaggy