[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I hope this letter reaches you in the best of your health.

I am very sorry I was not able to attend school for the last two days. I should have informed in advance. But it all just happened so suddenly that I did not get time to get in touch with the school management. As you know I practice swimming every day. I got infected with a disease in the swimming pool. By the time I got back home, I was running a very high fever.

My doctor has prescribed me some very beneficial antibiotics. I am sure by following the prescription, I will recover very quickly. I have been in touch with some of my class fellows. I am certain that by the time I am back to school, I will not be left behind in any of the subjects.

With thanks

Mrs. Shaggy