[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

How are you?

I hope you will be doing great at school. It has been long since I had a meeting with you. I am writing this letter to you regarding Emily’s absence from school. As you know, she is much occupied in evenings with her tennis classes. And this year, she will be playing at the interstate level, which I find a big achievement for her age.

During her practice session on Monday, she got a very bad knee injury. We had to rush her to the doctor instantly. We are glad that she did not suffer a fracture and only a muscle strain. The doctor has advised her to avoid any energetic activities. So, I decided to not send her to school for a few days. She is recovering very well and will be back to school soon.

With thanks

Mrs. Maroney