To,

[Recipient Name]  
[School Name]  
[Address]

Respected,

[Coordinator/Teacher Name, Position]  
[School Name]  
[School Address]

**Subject: Back to School Excuse Note**

Dear Sir/Ma’am,

I hope this letter finds you well. I am writing this letter to inform you about the reason of the absence of my son/daughter [Name,] S/O, D/O [Father’s Name], Grade [Class Number] and to request you to allow him/her to resume his/her classes.

Unfortunately, my son/daughter was unable to attend his/her classes from [Date of starting] to [Date of ending], due to food poisoning. He/ She ate something for the stalls on his/her way from school, which lead him to severe stomach pain and vomiting diagnosed as food poisoning. The doctor prescribed him/her complete bed rest due to weakness and routine check-ups; therefore, he/she could not attend school.

My son/daughter has now recovered and is fit to re-join his/her classes. Kindly allow him/her to do so. The medical certificate and doctor’s recommendation are attached to the letter. I shall be highly obliged by your consideration.

Yours sincerely,

[Parent/Guardian Name]

[Date of Letter]