To

[Company Name]  
[Address]  
[Contact]

Re. Letter to Excuse from Returning to School

Dear Noah,

I am Shirley Noam from C9 Residency, Montreal. I am the mother of Kim Noam who is a student of grade VII in your school with registration number 43GHD0w99. Firstly, I want to congratulate you on the phenomenal success of the Annual Prize Distribution in which your school as recognized as a second-best Institute of Canada. It is a huge success and outcome of your industrious and tireless efforts. It is time to get back to the work and students return to the school with new enthusiasm and zest to work harder.

I am sad to inform you that Kim is, unfortunately, suffering from a very irritable disease of chickenpox. She had her chicken pox last Friday which left her in a very pathetic situation of irritation, recurring fever, and weakness along with body aches. She will join the school very soon.

I hope you will show kindness to the matter I just put forth and grant her one week’s leave. Thank you in anticipation.

Sincerely

Signature