DATE: [dd/mm/yyyy]

To:

[Recipient Name]  
[Designation]  
[Company Name]

Subject:  Sick Leave Email

Dear Emilie,

I am your student, Noah Stephen from grade 7-A in Lexicon High School.  I am unable to take classes for the next two days due to illness. I am suffering from backache and after being examined by the doctor, I have been asked to stay home and take rest for a while. That is why I want a break from classwork and take proper rest. I shall stay absent from the class from 20th April 20XX to 21st April 20XX. I will be very glad if you upload the relevant class task and assignments to the student portal ID number [X]. I shall be grateful to you for this.

Thanks

Regards  
Noah Stephen  
Roll number 34  
Class 7-A Slot 12