

# To Whom it May Concern Letter for Missing School

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**To Whom It May Concern,**

I am writing to explain the recent absences of my daughter, Isabella Martinez, from Greenwood High School. Isabella has been absent from school from January 20 to January 29, 2025, due to a combination of influenza and a secondary bacterial infection, which required extensive medical treatment and recovery time.

During this period, Isabella experienced high fevers, severe coughing, and considerable fatigue, symptoms that necessitated medical attention and strict bed rest as prescribed by her pediatrician, Dr. Emily Norton. After initial treatment was not effective, further complications arose, leading to a prolonged recovery period that was longer than initially anticipated.

Isabella has always been a conscientious student, maintaining excellent grades and participating actively in school activities, which makes this absence particularly distressing for her. We have taken steps to ensure that she keeps up with her school assignments and have arranged for her to receive notes and homework from her

classmates. We have also scheduled additional tutoring to help her catch up with the curriculum upon her return.

Attached to this letter, you will find a medical note from Dr. Norton confirming Isabella's diagnosis and the necessity of her absence from school for the duration mentioned. We kindly request the school's understanding and any additional support that may be available to help Isabella reintegrate smoothly into her school routine.

Please let us know if there are forms to fill out or official procedures to follow to document her absences appropriately. We appreciate the school's cooperation and understanding during this challenging time and look forward to Isabella's swift and healthy return to her classes.

Thank you for your attention to this matter. Should you require further information or wish to discuss Isabella's situation in more detail, please do not hesitate to contact me at the number or email provided above.

**Sincerely,**

Angela Martinez