

To Whom it May Concern Letter for School Absent

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To Whom It May Concern,

I am writing to formally notify you of my daughter, Sarah Smith's recent health-related absence from Education City High School. Sarah, who is currently in the 10th grade, has been under medical care since January 25, 2025, due to a diagnosed case of mononucleosis, which has required her to miss school from that date through January 30, 2025.

Sarah's illness was characterized by high fever, severe sore throat, and profound fatigue, symptoms that made her attendance not only impractical but potentially hazardous to her well-being and to the health of her classmates and the school staff. Following the advice of our family physician, Dr. Lisa Feldman, Sarah has been on strict bed rest, which has been crucial in mitigating the severity of her symptoms and in preventing the transmission of this infectious disease.

Included with this letter are the medical documents and a note from Dr. Feldman, confirming the necessity of Sarah's absence and detailing the medical advice given for her recovery. Dr. Feldman has recommended that Sarah avoid any strenuous

activities and interaction with large groups until she is fully recuperated, which we anticipate will be by the beginning of the next school week.

During her time away from school, we have been diligent in ensuring that Sarah remains engaged with her schoolwork. We have communicated with her teachers via email to gather assignments and study materials, and we have arranged for a series of video calls with her classmates to help her stay updated with the classroom activities. Moreover, we are scheduling additional tutoring sessions to cover the topics she missed and to prepare her for upcoming assessments.

We are fully aware of the academic challenges that prolonged absences can impose on a student, and we are committed to taking every necessary step to minimize the impact on Sarah's education. We appreciate the school's support and understanding during this period and are eager to work together to facilitate a smooth transition as Sarah prepares to return to school.

Should you require any further information or wish to discuss Sarah's condition and her academic plan in more detail, please feel free to contact me at your earliest convenience. We thank you in advance for your cooperation and for any assistance you can provide to help Sarah catch up with her studies and reintegrate into her school routine.

Sincerely,

Jane Smith