

New message

To administration@email.com

Subject Absence Sarah O'Neil

Dear Sir/Madam,

I'm writing to let you know that Sarah O'Neil, one of your students, has recently been diagnosed (1) with a respiratory infection (2). Because of this illness, she needs to take a temporary (3) break from school.

Sarah is currently following a treatment plan, including taking medicine and resting at home. It's important for her not to come to school right now to avoid (4) spreading the infection to others. I kindly ask for your understanding and help in providing the necessary support (5) for Sarah during this time away from school.

I believe that she will work hard to catch up on (6) any missed schoolwork once she comes back. I expect Sarah to return (7) to school on June 15, if everything goes well. If there are any changes (8) to this plan, I will inform the school right away (9).

If you need more information or have any questions, please don't hesitate to contact me. I appreciate your cooperation (1). Thank you.

Sincerely,

Lucy O'Neil (Sarah's mom)

SEND

