

New message

To administration@email.com

Subject Absence Sarah O'Neil

Dear School,

I am writing to tell you that Sarah is sick and can't come to school for a while. She has chickenpox. Sarah needs to stay (1) home to get better and not make other kids sick (2).

She is taking (3) medicine and resting at home (4). Please help her with schoolwork while she is away (5). She will try hard (6) to catch up when she comes back.

Sarah hopes to come back (7) to school on June 15, but if anything (8) changes (9), I will tell you.

If you need more information, please call me. Thank you (10) for your help.

Regards,

Lucy O'Neil (Sarah's mom)

SEND

