

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's/Professor's Name]
[School/College/University Name]
[Department]
[School Address]
[City, State, Zip Code]

Dear [Teacher's/Professor's Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend classes on [dates you missed] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending classes and keeping up with the coursework. I have taken steps to obtain the assignments and notes from my classmates to ensure that I stay on track.

I kindly ask for your understanding in this matter and any additional resources or guidance you may provide to help me catch up on what I missed.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]