

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Professor's Name]
[School/University Name]
[Department]
[School/University Address]
[City, State, ZIP Code]

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

I hope this message finds you well. I am writing to formally excuse myself from [class/assignment/exam] on [specific date] due to [reason for absence, e.g., illness, family emergency, etc.].

I have made every effort to stay on track with the coursework, and I will ensure that I catch up on any missed material. Please let me know if there are any specific assignments I should prioritize or if I need to arrange for a makeup exam.

Thank you for your understanding. I appreciate your support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]