

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Professor's Name]
[School/University Name]
[Department Name]
[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 for my recent absence from [class/course name] on [specific dates].

The reason for my absence was [brief explanation of reason, e.g., illness, family emergency, etc.]. I understand the importance of attending class and I have taken steps to catch up on any missed assignments and lectures.

Please let me know if there are any specific tasks or materials I should focus on to stay on track. I appreciate your understanding and support.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]