

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an excuse letter for [Student's Name], who is enrolled in [Grade/Class Name] at [School/Institution Name]. Due to [brief explanation of the reason for absence, e.g., illness, family emergency], [he/she/they] was unable to attend school on [specific dates].

This documentation is necessary to ensure that [Student's Name] can receive any required accommodations for missed assignments and to maintain accurate attendance records.

Thank you for your understanding and support. Please let me know if any further information or documentation is required.

Sincerely,

[Your Name]

[Your Relationship to the Student]