

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Date]
[Recipient Name]
[School Name]
[School Address]
[City, Postcode]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to sincerely apologize for my absence during the recent GCSE exam on [date of exam].

Unfortunately, [brief explanation of the reason for absence, e.g., I was unwell/experienced a family emergency]. I understand the importance of these exams and deeply regret any inconvenience my absence may have caused.

I am committed to my studies and would appreciate any guidance on how I can make up for this missed opportunity. Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Student ID, if applicable]