

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

[Recipient's Name]
[Recipient's Title]
[School/University Name]
[School/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally inform you of my academic absence during the period of [start date] to [end date]. This absence was due to [briefly explain reason, e.g., medical reasons, family emergency, etc.].

I understand the importance of attending classes and staying up-to-date with coursework. I have made arrangements to [mention any plans to catch up on missed work, e.g., consult with professors, access online materials, etc.].

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding. If necessary, I am happy to provide any supporting documentation related to my absence.

Thank you for your attention to this matter. I look forward to continuing my studies upon my return.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]