

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally excuse my absence from class on [Date(s) of Absence]. Due to [brief explanation of the reason, e.g., illness, family obligation, etc.], I was unable to attend.

I understand the importance of being present in class and sincerely apologize for any disruption my absence may have caused. If possible, I would appreciate any materials or assignments I may have missed during this time.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Grade/Class]