

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Instructor's Name]  
[Course Name]  
[School/University Name]  
[School Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you of my absence from class on [Date(s) of Absence]. Unfortunately, I was unable to attend due to [brief explanation of reason, e.g., illness, personal reasons, etc.].

I understand the importance of attending class and keeping up with the coursework. If possible, I would greatly appreciate any notes or assignments I may have missed.

Thank you for your understanding. I look forward to returning to class soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]