

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

[Professor's Name]
[Department]

[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend [Class Name or Course Code] on [Date of Absence] due to [brief reason for absence, e.g., illness, personal reasons, etc.]. I understand the importance of attending class and will ensure that I catch up on any missed material. If possible, I would greatly appreciate any guidance on what I should focus on to stay up to date.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course Name/Code (if applicable)]