

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend class on [date] due to [brief reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending your lectures and would like to request any materials or notes that were covered during my absence.

Additionally, if there are any assignments or tasks I should complete, please let me know so I can catch up promptly.

Thank you for your understanding. I appreciate your support and guidance.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Contact Information]