

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 inform you about my recent unexcused absence from [Class Name] on [Date of Absence].

Unfortunately, [briefly explain the reason for your absence, if appropriate]. I understand the importance of attending class and am committed to catching up on any missed material.

Please let me know if there are any assignments or notes I should focus on to stay on track. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]