

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Instructor's Name]
[Course Title]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you of my absence from class on [specific date(s)] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending all classes and am committed to keeping up with the material covered during my absence. I would greatly appreciate any resources or notes you could share, as well as guidance on how best to catch up.

Thank you for your understanding. I look forward to rejoining the class and continuing my studies.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]