

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[Class/Subject 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(s) of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending class and will make every effort to catch up on the material I missed. I would greatly appreciate any resources or assignments you could share with me to help me stay on track.

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

Sincerely,

[Your Name]
[Your Class/Grade]