

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[College/University Name]
[Department Name]
[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my absence from [Class/Subject] on [Date(s) of Absence]. The reason for my absence was [briefly explain reason, e.g., illness, family emergency, etc.].

I understand the importance of attending classes and I assure you that I will catch up on any missed assignments and class materials. Please let me know if there is any way I can make up for my absence.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]