

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my absence from work/school on [specific date(s)] due to [reason for absence, e.g., illness, personal reasons, family emergency].

I understand the importance of attendance and have taken steps to ensure that my responsibilities are covered during my absence. [Briefly mention any arrangements made, if applicable].

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,  
[Your Name]