

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend class on [specific date] due to [brief reason, e.g., illness, personal obligation].

I understand the importance of attending class and am committed to keeping up with the material. I would appreciate any guidance on what I may have missed and any assignments I need to complete.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]