

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you about my recent absence from class on [dates of absence] due to [brief explanation of reason, e.g., illness, family emergency, etc.].

I understand the importance of attending class and keeping up with the coursework. I will make sure to review the materials I missed and complete any assignments required. If it's possible, I would appreciate any additional guidance regarding what I should focus on to catch up.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Grade/Class]