

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

Dear [Recipient Name],

I am writing to formally explain my absence on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending [school/work] and assure you that my absence was unavoidable. I have taken steps to ensure that I remain up-to-date with any missed assignments or responsibilities.

Thank you for your understanding. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]