

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally excuse my absence from [class/work] on [date(s)] due to [brief explanation of reason, e.g., illness, family emergency, etc.].

I understand the importance of attendance and will ensure that I catch up on any missed assignments or important information. Please let me know if further documentation is required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]