

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Course Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Professor's Name],

I hope this message finds you well. I am writing to formally request an excuse for my absence from class on [specific date(s)] due to [brief explanation of the reason, e.g., illness, family emergency, etc.]. I understand the importance of attending classes and am committed to keeping up with the course material. I would greatly appreciate any information on what I may have missed during my absence, and I am more than willing to complete any necessary assignments or make up any work as required.

Thank you for your understanding. Please let me know if you need any additional information.

Sincerely,

[Your Name]
[Student ID (optional)]