

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[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 formally excuse my absence from class on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending class and will ensure that I catch up on any missed assignments or materials. Please let me know if there are any specific tasks I should prioritize.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Class/Grade]