

Excuse for missing school or classes

Subject: Apology for Absence

Dear Principal [Last Name],

I would like to apologize for my absence from school on [date(s)]. Due to [reason " illness, family emergency, etc.], I was unable to attend classes and complete my responsibilities.

I am committed to catching up on all missed work and ensuring that my absence does not affect my academic performance. I apologize for any inconvenience caused.

Thank you for your understanding.

Respectfully,

[Your Name]

[Class/Grade]

[Date]

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