

Official Letter for Repeated Absences

Subject: Apology for Multiple Absences from Class

Respected Principal,

I am writing to apologize for my repeated absences over the past few weeks. I know that being absent frequently disrupts my academic progress and causes inconvenience to both my teachers and classmates. Unfortunately, I have been dealing with [reason: medical treatment / personal issue], which has kept me away from school more than I would have liked.

I assure you that I am committed to improving my attendance and will take all necessary steps to ensure this does not happen again. Please allow me to make up for the missed lessons and assignments at the earliest opportunity.

Thank you for your patience and understanding.

Respectfully,

[Your Name]

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