

Dear Professor [Last Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend class on [Date] due to an academic conflict. I have a prior commitment with [Course/Activity], which coincides with our class schedule.

I understand the importance of attendance and participation in your class, and I assure you that I will catch up on the material covered during my absence. I would greatly appreciate any guidance on how I can best make up for what I will miss.

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name/Code]

[Your Contact Information]