

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally inform you of my absence from class on [date(s)] due to my participation in [specific extracurricular activity, e.g., a debate competition, a sports event, etc.].

Due to my commitment to this activity, I was unable to attend class and I sincerely apologize for any inconvenience this may have caused. I am dedicated to maintaining my academic responsibilities and will ensure that I catch up on any missed work or notes from my classmates.

Thank you for your understanding. Please let me know if you require any further information or documentation regarding my absence.

Sincerely,  
[Your Full Name]  
[Your Student ID]  
[Your Contact Information]