

Dear Professor [Last Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend class on [Date(s)] due to a family emergency.

Unfortunately, I faced a situation that required my immediate attention and prevented me from fulfilling my academic responsibilities. I understand the importance of attending your lectures and completing assignments on time, and I sincerely apologize for any inconvenience my absence may have caused.

I would appreciate any guidance on how I can make up for the missed material and if there are any assignments I should prioritize. Thank you for your understanding during this difficult time.

Sincerely,
[Your Name]
[Your Student ID]
[Your Course/Program]