

Letter of Absence Justification

Date: [Insert Date]

Professor [Professor's Name]

[Department Name]

[University Name]

[University Address]

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am writing to formally inform you that I was unable to attend class on [Insert Dates] due to medical reasons. [Briefly explain the nature of the medical issue, if comfortable, e.g., "I was experiencing a severe illness that required my attention."]

I understand the importance of attendance and participation in your class, and I assure you that I am committed to staying on track with the course material. I would appreciate any guidance on how I can catch up on what I missed during my absence.

Thank you for your understanding and support. I look forward to returning to class soon.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Contact Number]