

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 personal reasons that required my immediate attention.

I understand the importance of attending classes and participating in discussions, and I assure you that I will make every effort to catch up on any material I missed. If possible, I would greatly appreciate any guidance on how to best address the topics covered during my absence.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Student ID]

[Course Name/Code]

[Your Contact Information]