

Letter of Absence Justification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I am writing to formally inform you of my upcoming absence from class on [Insert Dates]. I will be traveling due to [briefly explain the travel obligation, e.g., a family commitment, internship opportunity, conference, etc.].

I understand the importance of attending classes and keeping up with coursework, and I assure you that I will make every effort to catch up on any missed material. I will reach out to my classmates and utilize online resources to maintain my studies during my absence.

If possible, I would appreciate any suggestions for how I can manage my assignments during this time. Thank you for your understanding.

Sincerely,

[Your Name]