

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Course Name or Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to inform you of my absence from class on [date(s)] due to work commitments that I could not reschedule.

I understand the importance of attending your classes and keeping up with the coursework, and I assure you that I will take the necessary steps to catch up on any missed material.

Thank you for your understanding. Please let me know if there is any further information you need or if there are any assignments I should prioritize.

Best regards,

[Your Name]