

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to express my sincere regret regarding my sporadic attendance in your class this semester. I understand the importance of consistent participation and the impact it has on my learning experience.

Unfortunately, [briefly explain reason for absences, e.g., unforeseen personal circumstances, health issues]. I assure you that these have been unforeseen, and I am actively working to resolve these issues.

I value the insights and knowledge you provide in your lectures and am committed to improving my attendance moving forward. I appreciate your understanding and support during this time.

Thank you for your consideration. I look forward to re-engaging with the class and continuing to learn from your expertise.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]