

# Absence Justification Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally justify my absence from [Insert Dates] due to medical reasons. I was unable to attend [school/work] because of [brief description of medical issue, e.g., a medical condition, surgery, illness].

I have attached a medical note from my doctor, [Doctor's Name], confirming my condition and the necessity of my absence.

I appreciate your understanding in this matter and assure you that I will do my best to catch up on any missed work or assignments.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]