

Letter of Explanation for Absence at Graduation Ceremony

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally explain my absence from the graduation ceremony held on [Date of Ceremony] at [Location]. Unfortunately, due to [brief explanation of the reason, e.g., a medical emergency, family commitment, etc.], I was unable to attend this significant event.

I deeply regret missing the opportunity to celebrate this important milestone with my peers and educators. Graduation holds a special place in my heart, and it was disappointing not to be part of this celebratory occasion.

I appreciate your understanding regarding my absence, and I hope to receive any relevant materials or updates regarding the ceremony. Thank you for your consideration.

Sincerely,

[Your Name]