

Absence Explanation Letter

Date: [Insert Date]

To: [Professor's Name]

[Course Name]

[College/University Name]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally explain my absence from class on [Insert Date(s)]. Unfortunately, I was unable to attend due to [brief explanation of the reason, e.g., a personal illness, family emergency, etc.].

I understand the importance of attending classes and keeping up with the coursework, and I am committed to making up for any missed assignments and notes. I appreciate your understanding and support during this time.

If possible, I would greatly appreciate any guidance on how to catch up on what I missed. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]