

# Missing Assignment Explanation

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Explanation for Missing Assignment

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you of my absence from class on [Insert Dates] due to illness. Unfortunately, this has affected my ability to submit the assignment for [Name of the Assignment], which was due on [Due Date].

I understand the importance of keeping up with coursework and I sincerely apologize for any inconvenience this may have caused. I am currently recovering and am committed to completing the assignment as soon as possible. I kindly ask for your understanding and any guidance you can provide regarding a possible extension.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Class/Section]