

# Letter of Absence Due to Illness

Date: [Insert Date]

[Recipient's Name]

[Title/Position]

[University Name]

[University Address]

Dear [Recipient's Name],

I am writing to formally inform you of my absence from the [specific exam name] held on [exam date] due to illness. Unfortunately, I was unable to attend the exam due to [briefly describe illness, e.g., a severe illness or medical condition]. I have attached a medical certificate from my physician as proof of my condition.

I kindly request your understanding and any assistance you can provide regarding my situation, including the possibility of rescheduling the exam or alternative arrangements.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program of Study]

[Your Contact Information]