

University Examination Absence Excuse

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I was unable to attend the [specific exam name] on [date of exam] due to mental health issues that I have been experiencing. I have been under the care of a mental health professional, and it was advised that I prioritize my wellbeing during this period.

I understand the importance of fulfilling exam requirements, and I assure you that this absence was not taken lightly. I am committed to my studies and would appreciate any support or guidance regarding possible alternative arrangements for this examination.

Thank you for your understanding. Please let me know if you require any further documentation or information.

Sincerely,

[Your Name]

[Your Student ID]