University Exam Absence Excuse

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally inform you of my absence during the [Course Name] exam scheduled on [Exam Date]. Unfortunately, I encountered unexpected travel complications that prevented me from attending. Despite my best efforts, my travel arrangements were disrupted due to [brief description of complications, e.g., flight cancellations, delays].

I understand the importance of the exam and assure you that I take my academic responsibilities seriously. I kindly request consideration for a make-up exam or any alternative arrangements that can be provided.

Thank you for your understanding. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]