

University Exam Absence Excuse

Date: [Insert Date]

To: [Professor's Name]
[Department/University Name]
[University Address]

Dear [Professor's Name],

I am writing to formally inform you that I was unable to attend the [Course Name] examination scheduled on [Exam Date] due to unforeseen personal circumstances. I apologize for any inconvenience this may have caused.

To support my absence, I have attached [any relevant documentation, if applicable]. I kindly request your understanding in this matter and would appreciate any guidance on how I might be able to make up for the missed examination.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]