

Absence Notification Letter

Date: [Insert Date]

To: [Teacher's/Principal's Name]

From: [Your Name]

Subject: Excused vs. Unexcused Absences

Dear [Teacher's/Principal's Name],

I am writing to formally notify you regarding my absence from school on [Insert Dates].

Excused Absences:

- Medical appointments
- Family emergencies
- Religious observances

These absences are verified and documented. Attached are the relevant documents for your records.

Unexcused Absences:

- Skipping classes
- Personal leisure activities

These absences lack documentation and are considered unexcused. I understand the importance of attending school and will ensure I catch up on missed work.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]