

Notice of Absence

Date: [Insert Date]

To: [Drama Society Name]

From: [Your Name]

Subject: Notice of Absence from Activities

Dear [Drama Society Members/President's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to participate in drama society activities scheduled for [insert dates of absence] due to [brief explanation of reason, e.g., medical reasons, personal commitments, etc.].

I regret any inconvenience my absence may cause and hope to return to activities as soon as possible. I appreciate your understanding in this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]