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| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this letter to request you for excusing me for not attending the class from 15th April to 17th April, 2019.

On the evening of 14th April 2019, my family heard bad news about my grandmother’s death. As she used to live in ABC town, a faraway place, we had to drive there and stay there for three days. I was saddened by this news as I was very close to her. Because of the shock, I was in, I could not inform any of my friends or the school earlier.

Kindly, accept my excuse for being absent. I will cover the concepts in the coming days that have been taught in my absence.

Thank you for understanding.

Warm regards,

Your Name

Title

Email