Subject: Email to the teacher to excuse from class

Respected Sir,

I hope you will be fine and enjoying good health. Today, while passing through the notice board in the corridor, I came to know that you have arranged a makeup class for all the students in order to overcome the deficiencies found in students’ studies. I am sending you this email in order to inform you that I will not be able to take this particular class. I know how important it is to attend this class and that’s why you have made it compulsory for all the students to take it by all means.

I do not have my own intentions to miss that class, but I will be having an important kind of work tomorrow. The reason is that my uncle suffered from a heart attack last Sunday. We took him to the hospital and the doctor advised him to undergo bypass surgery as soon as possible. So tomorrow, he is undergoing the surgery. Since my uncle has no son of his own that’s why it is essential for me to remain present in the hospital in order to arrange food, medicines, and to fulfill other formalities. This is the whole situation. I hope you will understand my problem and accept my genuine excuse. I will try my best to cover all the topics of that lecture.

I hope you will accept my excuse.

Yours obediently,

Anderson