Subject: Email to excuse from class

Dear Professor,

I hope you will be fine. First, I would like to say thanks for the sincere efforts you are putting to make us able to pass our final exams. Yesterday, it was announced in the class by our CR. that Prof. Andrew has arranged an extra class for our final exams’ preparation. He also added that it is compulsory for all the students to attend class. I was very excited at that moment. My excitement did not last so long. I am sorry to inform you that I will not be able to attend the class due to an urgent piece of work.

I really had no intention to leave the class. Despite knowing the decisive role of this class in our final exams, I am unable to take your lecture and hereby submitting my excuse. The reason is that on reaching home yesterday, my mother told me that she had an appointment with the doctor. The irony of fate was that the routine checkup date was the same date as that of our class. My father is out of the country for a business meeting. Since I am the only son of my parents, I am to take her to the hospital. I am regretting my actions and therefore, submitting my excuse from attending the extra preparatory class. I will try to manage things in the future.

I seek your pardon again and hope you will accept my excuse.

Yours obediently,

Anderson.

18-04-20XX