To,

The Principal,

XYZ School,

[School Address]

Subject: Excuse letter for not attending the school picnic due to my health crisis

Sir/Madam,

I am writing this letter to you with embarrassment and guilt as I would not be able to attend the school picnic arranged on [DATE]. I am a student in grade 9 and my class in charge is Ms. ABC.

Only yesterday my stomach started having cramps and I started throwing up quite badly. My parents took me to a nearby hospital and we found out that I am suffering from food poisoning. The doctor has asked me to be on a strict diet and avoid unnecessary activities because of the drowsiness I am having. I am advised to be on bed rest for three days. Given this prescription, I don’t think it is in my best interest to be a part of the school picnic.

I apologize to you for not being a part of this much-awaited fun activity. It will be kind of you to accept my excuse letter.

Your sincerely,

XYZ