To

[School/Teacher Name]  
[School Name]

Re. Excuse for the Absence from Class

Dear Edith,

This letter aims to inform you about my absence from the class on 20th April 20XX to 21st April 20XX. I am a grade IX-D student, Noah Salvatore, roll number 009. I am suffering from a bad throat and a mild fever with severe headaches. Due to my illness, I am unable to come to school and attend the class.

Due to my illness, I asked for two days’ leave which has been approved by the Assistant Coordinator of the school. I also request you to extend the date of my assignment which is due by 24th April. Due to my bad health, I am unable to work on the assignment and request an extension.

I also promise you to submit my assignment in next week and catch the missing homework and classwork, once I get fine with my health. I shall be grateful to you if you kindly excuse my absence and extend the date of the assignment submission.

Thank you in anticipation.

Sincerely

Signature