To

[School/Teacher Name]  
[School Name]

Re. Excuse from Class

Dear Noah,

I am Soah Esq, roll number 564 your student in grade X-B, in HIC High School, Coventry. My major is Applied Mathematics. The school administration has proclaimed a convention on Applied Mathematics tomorrow i.e. on 20th April 20XX. I was assigned a research article to be presented at the Michael Hall, to brief the convention to the whole class. I was prestigiously glad to be one of the lucky students who were selected for this task. I was completely ready and enthusiastic to present the article to the class but in the meantime, I met urgency.

I had applied to the University of East London for my graduation after high school. The university has called me for an interview in the Department of Applied Mathematics. I have to visit UEL, London for my interview and pursue the prerequisites for my admission.

To visit the mentioned place, I need to take one day's leave from the school and avail of this opportunity. To present the presentation, another bright student, Sherley, who was vehemently willing to present it, is consented to take this responsibility. I hope, you will not mind my absence from tomorrow’s class knowing my compulsion to visit the other city.

I have also sent the collected data on the presentation to Sherley who will present it tomorrow. If you want to extend the date of presentation that can also be regarded as fine; I shall be available for the presentation just after my interview in UEL. I shall be thankful to you for this favor.

Thanks, in anticipation

Sincerely

Signature