To

[Company Name]  
[Address]  
[Contact]

Re. Excuse for Merina’s Absence from School

Dear Sophy,

I am Semi Sorel, mother of Merina Sorel, a student of Grade VII with roll number 34, in your school. This letter aims to inform you that Merina is unable to be present in the school because of family engagement. I completely understand the significance of her presence and the loss to be borne due to her absence, but it is not our fault. A sudden event needs her to stay with her granny in Canada.

As the schools are just opened and the back to school time is always of vital importance but I assure you that she would cover the course as quickly as possible at her first priority. Merina would be flying back to the US on 23rd July 2020. Kindly excuse her absence for a week i.e. from 18th July 20XX to 23rd July 20XX.

This will be a kind favor from you. Thank you.

Sincerely,

Signature