To

[Recipient Name]  
[Company Name]  
[Address, STAT, ZIP]

Re. Excuse for the Absence

Dear Jackson,

I am Will Jex from Stoller Housings, Brooklyn, New York. I am an Orthopedic Surgeon certified from the Linux Hospital, New York City. I am writing this letter to you as a consultant doctor of Mike Jingo who is a student in your school. He is studying in grade 8 with Media Studies and Geography.

I want to excuse his absence from school because of his illness. During the vacation period, Mike fell from the lobby stairs and broke his ankle. He was brought to me and I came to know, after examination, that not only the ankle is broken but also one of cuboid bone was cracked. The cracked bones will take at least a fortnight to get a fix. The purpose of writing to you is to excuse the school return. I completely comprehend the school concerns over the absence of the children but as I have told you above, Mike cannot walk for at least fifteen days and he has to observe complete cautionary measures to take full care of his foot and get heal in time.

I hope you understand the situation and will grant him fifteen days’ leave. Mike is a brilliant student and I hope that he can make it up to the missed classwork. For further, please visit my clinic at Linux Hospital, NYC, or dial [X], Thank you.

Sincerely,

Signature