To

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

Re. Excuse from School

Dear Jenny,

I am Mickroad Nelson from Brooklyn, New York. I am a doctor by profession and currently, I am working in the Optometry Section of Hex Jemal Hospital, New York City. I am practicing there since 2013 as a senior Optometric Surgeon. My purpose in writing this letter to you is to excuse Matilda’s absence from school. Matilda Shaw is a student of grade 5 in your school with registration number 432H9.

Matilda was brought to me on 6th April 20XX and I was told that a few drops of very strong acid got into her eyes accidentally while doing some house chore experiment. Her eyes got a serious infection and I had to recommend surgery looking at the severity of the conditions. Luckily, it was a minor surgery and I was able to save her sight. Due to suppression in eyes, she is unable to work normally for the next ten days. I have recommended her complete rest to eyes and no strenuous activity for the next ten days.

I excuse her absence on her behalf due to the graveness of the problem she just suffered. Write to me on [X] for any further query or school assistance. Thank you.

Sincerely,

Signature