DATE:

The principal,  
Name of the school

The subject of the letter: [Subject line]

Respected sir/Ma’am,

I am a student of grade 9 section D at XYZ School. I have been taking regular classes for the last year regularly. I am writing this letter very regretful to let you know that I was absent from school for one week because of a very serious illness.

I know that school has a very strict policy of short attendance and students are not allowed to take final exams if their attendance in the entire session is not more than 80%. I am also aware of the fact that I have suffered a loss because I was not able to take classes and I am lagging a lot. I am trying to make up for the loss and I hope that within a month, I will be back on track.

Please accept my excuse for not being able to attend the classes. I assure you that I will be regularly in the next classes. Also, allow me to take exams with low attendance as I have proof that my problem was genuine. I am attaching my medical certificate with this letter so that you can confirm my illness.

I shall be highly obliged if you accept my excuse and request. I am looking forward to your kind response.

Sincerely,

Name of the student  
Name of the class  
Signatures: