Eric Dane  
Principal ABC School

Dated: 28th February 20XX

Subject: Excuse from school due to COVID

Respected Sir,

It is respectfully stated that I, Patrick Dempsey, am a student of the 8th standard. I have an exceptional academic record along with other extracurricular activities. I have never missed school unless it is extremely impossible for me to attend but this time, I regrettably have to excuse school for an unlimited period of time due to COVID.

I took care of maintaining distance in socializing and followed all the SOPs, but I have succumbed to the deadly virus. I have already quarantined myself at home on the doctor’s advice and taking prescribed medications. During the lockdown, I stayed home and never met anyone that protected me from this disease but due to the opening of educational institutions, every student is at risk of this illness.

Kindly consider my situation as a serious threat to the precious lives of all students who are forced to attend school and make themselves vulnerable. They can act as a potential viral agent and have the tendency to pass on the disease to their parents and siblings at home. I hope that the school takes necessary actions to save everyone from falling victim to this disease.

Regards,

Patrick Dempsey

Student of 8th Standard