To

[The Professor/Teacher]  
[Department Name]

Dear Dr. [name]

I [name] from [course name] take [subject name] with you. On [date] we had our [subject] class with you from [time] to [time]. Sir, I couldn’t attend the class because I was not feeling well. I had a high-grade fever and cough, so I couldn’t come to the university for the whole week.

When I asked my classmates about the missing work, they told me about the surprise quiz you took, which will have a weightage of 5 marks in the Finals. Sir, please take my quiz separately as missing the quiz would greatly affect my grades.

I am also completing the notes I missed in the last week so that I wouldn’t have any problem with the upcoming monthly assessments. Please excuse my absence as I was very sick and have only recovered enough to attend university this week.

Please tell me when a convenient time for you would be to take my quiz. Looking forward to your understanding.

[Your Name]

[Your Name]  
[Registration No.]