**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

Date:

The principal,  
Name of the school

**Subject: absence excuse due to periods**

Respected sir,

I am Lisa, a student in grade 12, section B. I regret that I will not be able to come to school today and the next two days because of my periods.

Since every person is different, I may not be the same as other girls in class especially when it comes to periods. I experience heavy bleeding and too much pain in my lower abdomen. Due to this, I cannot step out of the house and socialize.

Please accept my excuse letter as I am not able to attend school today and for the next two days also. I assure you that this will not impact my studies as I am aware of how important it is for me to study and get good grades. I am a position-holder girl in my class, and I always make up for the loss in studies that I experience due to my absence from school.

I hope that you will understand my situation. Thank you so much for your support as you have always been so empathic and cooperative toward your staff.

[Your Name]  
[Designation]  
[Company Name]