**To**

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

Date:

The principal,  
Name of the school

**Subject: absence excuse due to menstruation**

Respected sir,

I am Miss Lisa, a teacher of mathematics in (mention the name of the school). It is my humble request to you to please accept my excuse as I cannot come to school today due to very painful periods.

I am aware of the fact that the teacher needs to show up on school days as a lot of students depend on her. However, if a teacher is not feeling well, she will not be able to deliver to her full potential. I usually put up with my periods every month and never go on leave. This time, I feel so weak and unwell that it is almost impossible for me to make it to school. Therefore, I am compelled to write this excuse letter.

I have talked to Miss. ABC on the phone about my absence and she has assured me that things will be managed smoothly. Furthermore, my schedule has been adjusted in such a way that I will deliver all my missing lectures in days to come.

It is my humble request to you to please accept my excuse and allow me to take a rest for a day without deducting my salary. I will be very much thankful to you for your act of empathy. I can be reached at [contact] at any time.

Thanking you,

Sincerely.

[Your Name]  
[Designation]  
[Company Name]