**To**

**[The Recipient Name]  
[Designation]  
[Department/office Name]**

**[DATE]**

**Re. Excuse for Absence from All Classes due to Home Commitment**.

Dear Mr. [Name],

I am [Name of the student], from semester [mention your semester] from the department of [Name of the department]. I have also been part of policy programs on different subjects like water and energy crises and climate change. I have also been a member of the ALGH Society of Arts and Culture Club.

I have always been a regular and punctual student. I submitted all my projects on time and never got an extension on my projects, assignments, and course completion. However, sometimes we have to fulfill family commitments too. As an adult, eldest among all siblings, and a college student, I always rush to accomplish everything from work to college assignments, from carrying groceries to checking on my younger siblings.

I have been absent from college for three days due to the demise of my grandfather. My grandfather, who was suffering from a chronic ailment, died on [Date]. I had to attend the funeral and meet the visitors who came to pay their condolences to my father. I had to stay with my father because it was difficult for him.

Due to this, I could not attend college from [date] to [date]. I promise you I will be taking care of missed classes and assignments. I plan to take help from a class fellow to do all the work I missed during these days.

Please consider my explanation ample and excuse my absence from the college. I will be very thankful to you as it could cause an impediment in my score in the future. PTC score is important to get further education and scholarships from higher education universities.

Please respond to me at your earliest convenience. I have forwarded a copy of this letter to [Name], the Dean of Social Sciences. Please let me know if you have any questions or if I need to do anything further. Thanks.

Best Regards,

[Name]  
[Department]  
[Name of the college]  
[Date]