**To**

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

**[DATE]**

**Re. Excuse for Absence from College**

Dear Mr. [Name],

I hope you find my letter in the best of health and spirits. I have been a student of Law College in this university since 20XX. I am a student from session 20XX-20XX. Currently, I am studying in [mention your semester]. I have good academic records and grades in previous semesters. My attendance remained more than [required percentage of attendance]. According to the attendance policy, [percentage] is required to qualify for the main exam.

However, I regret not fulfilling the criteria of the attendance policy as I remained absent from the college for one week. I also emailed the concerned department, but they claim they have yet to receive my email. I accept my mistake of not sending a formal application for the leave.

I went through a nose surgery that was broken in a recent accident. However, the accident was a minor one, but it broke my nose. Doctors prescribed I take one week off from work, study, and rest for 4-5 days. Therefore, I could not attend college classes. Sir, I confess to not following up on the concerned department for my leave and not sending an application through the proper channel.

I have violated the college's attendance policy by failing to meet the required attendance criteria. Please consider my excuse for absence and let me take the main examination. I promise to work hard enough for good grades. I will also complete my missed assignments and coursework. Please accept my apology and excuse for my absence.

I have attached the doctor's prescription with the letter as evidence. Please let me know if I need to follow more instructions or do anything else for this. Many thanks for considering my request.

Regards

[Name]  
[Semester]  
[College]