Date:

To:

The principal,

ABC College,

**Subject: Excuse letter of absence from college**

Respected sir,

With due respect, it is requested that please excuse me for being absent from college for three consecutive days. I had a very high fever and headache and I couldn't come to college and take classes. Therefore, I remained absent from college for three days.

I am attaching my medical certificate with this letter so that I can prove that my sickness was the reason for my absence. It is humbly requested you to please excuse me this time as I assure you that I will not repeat this kind of mistake and will always go on leave after getting your approval.

I shall be very grateful to you for this act of kindness. I look forward to your response.

Regards,

Name of the student,

Grade:

Section:

Roll number

Signatures