

# Excuse Letter for Being Absent in School

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[Your Full Name]

[Your Address]

[City, State, ZIP]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, ZIP]

Dear [Principal's Name],

I am writing to formally apologize and explain my absence on **[Date or Dates of Absence]**. I was unable to attend school on these days due to a family emergency that requires my immediate attention.

Understanding the impact of missing school days, I am committed to catching up on all missed work and assignments. I have already reached out to my teachers to discuss a plan for completing all necessary coursework and will ensure that this temporary setback does not affect my overall academic performance.

Thank you for your understanding and consideration in this matter. I appreciate the support of the school during this challenging time and look forward to resuming my studies with renewed focus.

Warm regards,

[Your Full Name]

[Your Contact Information]