Excuse Letter Sample for Student

To,

[Receiver’s Name]

Principal [School Name]

Subject: Excuse letter for student

Dear Sir,

I am sorry for not informing anyone at school before I missed class. The reason I was absent is because of (insert problem here). I understand if there are any consequences for my actions, and will accept them. Again, I'm very sorry.

For the present, I ask that you ignore the penalty. I also promise that in the future, I will be timelier. I hope you can see my difficulty and grant me a favor. I shall be grateful to you if you accept my request.

Sincerely Yours,

Your Name & Class