Excuse Letter for Being Absent in School Due to Sickness

To,

The principal,

[School Name],

[Address]

[Date]

Subject: Leave request

Respected Sir/ Madam,

I am [Name] a student of your renowned institution.

I'm writing this note to notify you that I won't be able to attend class today. The reason for my absence is due to a high temperature, as I mentioned previously. I assure you that when I am feeling better, I will return and finish any outstanding work.

I truly hope you will take my request into consideration.

Yours truly,

[Signature],

[Name],

[Roll Number]