Excuse Letter for Teacher

To,

The Principal,

[Name of the School],

[Address of the School]

[Date]

Subject:

Respected Sir/ Madam,

I am writing to let you know that my name is [Name] and I have been teaching [class/subject] at your respected school for [duration].

This letter is intended to convey my genuine apologies for my missing class on [date]. I would like to apologize for the inconvenience caused by the fact that I was unable to attend classes due to a lack of internet connectivity.

Obediently,

[Signature],

[Name],

[Employee number]