

Apology Letter for School Absence

To,
The Principle,
JGH School
[Name of City]

Dated: *****

Respected Sir/ Ma'am,

This is to write to you that I am sincerely very sorry for taking a week off without prior notice. I went to a family trip which was a sudden plan and that is why I couldn't inform or ask for leave at school. I understand that it is against the policy of our School and I am ready to pay any punishment in return. I request you to not suspend me or just stay angry with me.

I will never repeat it. I promise.

Thanking you.

Sincerely,
ABC [Write your Name]

