

# Apology Letter to Teacher for Absence

From,  
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To,  
Anjali Shukla  
Assistant Prof. (Advanced Biology)  
Institute of Advanced Biology, USA  
Suklaanjali@gmail.com

Subject:

Dear Sir/ Madam,

I (Your name), am a student of (your class), (section). I am writing this letter to apologize for my absence for a period of 5 days from school which also led to my absence for the (your subject) test. Due to the viral flu, I was advised by the doctor to stay at home and rest.

Coming to school could have led to my flu spreading to others surrounding me as well caused severe discomfort to my health. Thus, the only way to handle this situation was by being absent for the few days. I have already taken notes from my friends and will be up to date when I commence the classes. Attached along with this letter are my medical reports and prescriptions for your reference.

Hope you allow me to appear for the test as you had said before that these marks are really important for every student.

Looking forward to your humble response.

Yours obediently,

(Anand Singh)

