

# Apology Letter to Principal/Professor

From,  
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To,  
Aditi Sharma  
Institute of Advanced Maths, United  
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Subject:

Dear Sir/Mam,

I am the student of (Your class) for the (Subject name) (Your section). I couldn't attend your previous class and would like to apologize to you for my absence in the same. You were going to discuss some really important topics and give provide us notes, which I couldn't be available to access. Due to (cause) my uncle was immediately admitted to the hospital. All the family members especially my cousins were extremely worried and we decided that it would be best to be with the family at such a crucial time.

Owing to the situation we were in as a family, it wasn't possible to attend classes for me. I hope you understand my reason for absence and forgive me for the same. I will commence attending the classes regularly from today.

Sincerely,

(Anajli Singhal)

