Absence explanation letter

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: explanation of absence

Dear Sir or Madam,

Please excuse the absence described below and consider it justified.

Person who was absent

- [ ] This is my own absence
- [ ] This is the absence of my child or of a person in my care

Child's full name

Class, grade or school

Period of absence

From (date)

To (date, inclusive)

Hours concerned

Reason for the absence

- [ ] Illness
- [ ] Medical appointment or examination
- [ ] Urgent family reason
- [ ] Transport breakdown or disruption
- [ ] Official summons or administrative appointment
- [ ] Other reason

Additional details

Supporting document I attach or can provide on request:

- [ ] Medical certificate
- [ ] Summons or confirmation letter
- [ ] No supporting document available at the moment

Yours faithfully,

Enclosures

Signature

Name in full