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