

# LETTER OF APOLOGY

Date \_\_\_\_\_

Name of parent(s) \_\_\_\_\_

Dear Madam, dear Sir \_\_\_\_\_

I hereby ask you to excuse the absence of my daughter / son

name of the student \_\_\_\_\_

in grade \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ .

My daughter/son was unable to attend classes because she/he:

reason(s) for absence

She/he will catch up on what they have missed.

Kind regards,

\_\_\_\_\_

Date, signature