

### **Class Excuse Template**

Dear (Insert name of faculty member),

My name is (Insert your name), and I am in your (Insert class meeting time and course name). I am reaching out because (Insert reason you are missing class). Due to this situation, I will miss class (Insert class meetings that will be missed). I have attached (Insert documentation i.e., doctor's note).

I will make sure to stay on top of the reading and will request class notes from another student in the class. (Insert any additional information or requests).

Thank you so much.

Sincerely,

(Insert your name)

### **Sample Class Excuse**

Dear Dr. Smith,

My name is Emily Jones, and I am in your 9:00AM English Composition class. I am reaching out because I was recently diagnosed with the flu. Due to this situation, I will miss class until Monday, September 19<sup>th</sup> while I recover. I have attached a note from my doctor instructing me to stay home September 14<sup>th</sup>-September 18<sup>th</sup>.

I will make sure to stay on top of the reading and will request class notes from another student in the class. I am aware of the writing assignment that is due in class on September 16th. Would you please consider allowing me to turn in the assignment online or in person on the 19<sup>th</sup>?

Thank you so much.

Sincerely,

Emily Jones