

Apology Letter Template for School Absence (Doctor-Certified Illness)

To,
The Principal,
[School Name],
[School Address]

Date: [Date]

Subject: Apology for Absence Due to Illness

Respected Sir/Madam,

I, [Student's Name], a student of class [Class & Section], respectfully write to inform you about my absence from school from [Start Date] to [End Date].

The reason for my absence was that I had been suffering from [Illness/Medical Condition]. My doctor advised me to take complete rest during this period, and I was unable to attend classes. I have attached the doctor's medical certificate for your reference and verification.

I sincerely apologize for any inconvenience my absence may have caused and assure you that I will make every effort to catch up on the lessons and assignments I missed.

I kindly request you to excuse my absence and grant me permission to resume attending classes.

Thank you for your understanding.

Yours faithfully,
[Student's Name]
[Roll Number]
[Class & Section]
[Contact Information]

Enclosure: Medical Certificate