

Date: [Insert Date]

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

Subject: Apology for Extended Absence from School and Submission of Medical Certificate

Respected Sir/Madam,

I am writing to sincerely apologize for my extended absence from school from [Start Date] to [End Date]. My absence was due to illness, which required prolonged medical treatment and rest as advised by my doctor. I have attached a copy of my medical certificate with this letter to formally validate the circumstances of my absence.

I deeply regret any inconvenience my absence may have caused to my teachers and classmates, especially regarding classroom activities and group assignments. Please be assured of my strong commitment to catching up with all the missed lessons and completing any pending assignments at the earliest possible time.

I request you to kindly consider my situation and grant me permission to resume my classes. I will do my best to quickly make up for the lost time and return to my regular academic performance.

Thank you for your understanding and support.

Yours sincerely,  
[Your Name]  
[Class and Section]  
[Roll Number]

Enclosure: Medical Certificate