

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Apology for School Absence and Submission of Medical Certificate

Dear [Principal's Name],

I am writing to formally apologize for my absence from school from [start date] to [end date]. Due to health reasons, I was unable to attend classes during this period. I have attached a copy of the medical certificate provided by my healthcare professional, [Doctor's Name], as official documentation of my illness and recovery requirements.

I deeply regret any inconvenience my absence may have caused, both to my teachers and classmates. I assure you that I am committed to making up for the missed lessons and assignments as quickly as possible. Please let me know if there are specific tasks or materials I should prioritize.

I value my education and remain dedicated to maintaining my academic responsibilities. I appreciate your understanding and support as I resume my studies, and I am thankful for the opportunity to catch up with my peers.

Thank you for your attention to this matter. Please find the attached medical certificate for your reference.

Sincerely,
[Your Name]
[Grade/Class]

Attachment: Medical Certificate