

Apology Letter for Absence from School for Medical Reasons

Date: [Insert Date]

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

Subject: Apology for Absence Due to Medical Reasons

Respected Sir/Madam,

I am [Your Name], a student of class [Your Class & Section] in your esteemed institution. I am writing this letter to sincerely apologise for my absence from school from [start date] to [end date]. The reason for my absence was due to [briefly mention illness or medical condition, e.g., a severe case of flu/high fever], which required me to take rest and undergo appropriate medical treatment.

I understand the importance of regular attendance and assure you that my absence was unavoidable. I am attaching a medical certificate from my healthcare provider to validate my absence during this period.

I request you to kindly excuse my absence. I will make every effort to complete the lessons and assignments missed during my absence. Please let me know if there are any additional tasks I should focus on to catch up with my classmates.

I sincerely regret any inconvenience caused and appreciate your understanding.

Thank you for your support.

Yours faithfully,
[Your Full Name]
[Roll Number/Admission Number]
[Contact Details]

Sample Medical Certificate (to be attached)

Medical Certificate

This is to certify that [Student Name] was under my care from [Start Date] to [End Date] due to [Medical Condition]. The student was advised to rest and refrain from attending school during this period.

Date: _____
Doctor's Name: _____
Registration No.: _____
Signature & Stamp: _____