

Date: [Insert Date]

Dear [Instructor's Name],

I am writing to sincerely apologize for my absence from class on [Date(s) Missed]. Unfortunately, I was required to travel due to [brief reason, e.g., a family commitment/an urgent matter], which could not be rescheduled.

I understand the importance of attending every class session and regret any disruption my absence may have caused. To ensure I stay on track with the coursework, I kindly request any assignments, notes, or important information I may have missed. I am committed to making up for my absence promptly and will reach out to my classmates as well.

Thank you for your understanding and support. Please let me know if there are any additional steps I should take to catch up.

Sincerely,

[Your Name]

[Course/Class Name]