

Apology Letter Template for School Absence (with Medical Certificate)

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

To,
The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

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

Respected Sir/Madam,

I am writing to formally apologize for the absence of my [son/daughter], **[Student's Name]**, a student of class **[Class/Grade]**, roll number **[Roll Number]**, from school on **[mention date(s) of absence]**.

The absence was due to illness, as [he/she] was advised by our family doctor to take rest and refrain from attending school during this period to ensure a quick recovery and prevent the spread of infection.

I sincerely apologize for any inconvenience this may have caused to the school and the teachers. Please find attached the medical certificate issued by our doctor as proof of illness.

We kindly request you to grant [Student's Name] leave of absence for the mentioned days and allow [him/her] to attend classes from [date of return]. [He/She] will ensure to cover all missed lessons and assignments at the earliest.

Thank you for your understanding and support.

Yours sincerely,
[Parent/Guardian's Name]
[Contact Number]
[Email Address]

Attachment: Medical Certificate