

Formal Apology Letter for Missing Class (With Prior Notice)

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Instructor's Name]

[Course Name / Code]

[School/Institution Name]

[Institution Address]

Dear [Instructor's Name],

I am writing to formally apologize for my absence from your [Course Name] class on [Date of Missed Class]. As previously informed, I was unable to attend due to [briefly explain the reason, e.g., a medical appointment, family obligation, etc.], and I provided prior notice as required.

I understand that missing class can cause inconvenience both to you and my classmates, and I sincerely apologize for any disruption this may have caused. I am committed to keeping up with the material covered during my absence and have already arranged to obtain class notes from my peers.

If there are any additional assignments, readings, or tasks I should complete to compensate for my absence, please let me know so I can address them promptly.

Thank you for your understanding and consideration. I appreciate your support and look forward to rejoining the class.

Sincerely,

[Your Name]