

Apology Letter for Prolonged Absence from Class Due to Health Reasons

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

[Recipient's Name]
[Designation / Position]
[School/Department Name]
[Institution Name]
[Institution Address]

Dear [Recipient's Name],

I am writing to sincerely apologize for my prolonged absence from class from [start date] to [end date]. Unfortunately, I have been experiencing serious health issues, specifically [briefly state the health problem, if comfortable, e.g., a severe bout of influenza/medical condition], which required my full attention and necessary rest under medical supervision.

I deeply regret missing important lectures and academic activities during this period. I understand the significance of consistent class attendance and assure you that this absence was unavoidable. I have been in regular communication with my healthcare provider and have attached any relevant medical documents for your reference.

I am committed to making up for the missed lessons and assignments at the earliest opportunity. I kindly request your understanding and support as I work diligently to catch up on my academic responsibilities. If possible, I would appreciate guidance on any additional steps I can take to recover the missed coursework.

Thank you very much for your understanding and consideration. I sincerely apologize for any inconvenience my absence may have caused and look forward to resuming my studies promptly.

Yours sincerely,
[Your Name]
[Student ID, if applicable]