

Apology Letter Template: Absence from College Due to Legitimate Reason

Date: [Insert Date]

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

Subject: Apology for Absence from College

Respected Sir/Madam,

I, [Your Full Name], a student of [Course/Year/Department], write this letter to sincerely apologize for my absence from college on [Date(s) of Absence].

I was unable to attend classes due to [state your legitimate reason, e.g., a medical emergency, illness, or family issues]. I have attached the relevant [medical certificate/supporting documents, if applicable] as proof of my situation.

I genuinely regret any inconvenience my absence may have caused to you and my fellow classmates. I assure you that I am committed to my academic responsibilities and will make up for any missed lessons or assignments at the earliest.

I kindly request your understanding regarding my circumstances and seek permission to resume attending classes. I would greatly appreciate it if you could provide me with any additional instructions to cover the coursework I missed.

Thank you for your time and consideration.

Yours sincerely,
[Your Name]
[Roll Number/Registration Number]
[Contact Information]