

Sample Apology Letter for Absence in School (With Hospital Certificate)

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

Date: [Date]

Subject: Apology for Absence from School with Hospital Certificate

Respected Sir/Madam,

I am writing to formally inform you that my child, [Student Name], a student of class [Class and Section] bearing the roll number [Roll Number], was unable to attend school from [Start Date] to [End Date] due to illness.

We have attached a hospital certificate from [Hospital Name] verifying the nature and duration of the illness for your kind perusal.

Please accept our sincerest apologies for any inconvenience caused by this unplanned absence. We understand the importance of regular attendance and have taken all necessary measures to ensure a swift recovery and to help [Student Name] catch up with missed lessons.

We kindly request you to consider the absence as excused and provide the necessary support for the continuation of studies.

Thank you for your understanding and cooperation.

Sincerely,
[Parent/Guardian's Name]
[Contact Number]
[Email Address, if necessary]

Enclosure: Hospital Certificate