

Date:

To:

Name of the department:

Subject: Sick absence email for [X]

Respected sir/madam,

This email is being written to you to let you know that I have missed 6 classes on your subject of software project management. I was unable to attend classes due to illness. My absence period was of one week starting from 5th Oct 20XX to 12 Oct 20XX.

I am worried that I will not be able to perform well in the semester because of missing lectures for one week. Furthermore, I am also afraid that my attendance will be short. I would like to ask you to let me off due to 6 days' absence from the university. In addition to it, I would be so obliged if you provide me with some suggestions to catch up with the class.

I am looking forward to hearing from you.

With warm regards,

Name of the student

Roll number

Department name

Signatures