

January 5, 2026

**Jose Marie Dipay**

Subject Professor

This University

**Re: Excuse for Absence on January 5-6, 2026**

Dear Sir:

I am writing to inform you that I will be unable to attend the first day of classes on January 5 and 6 of 2026 due to my return flight from the province being scheduled on January 7. Because of the holiday season, earlier return flights were limited and significantly more costly, leaving this as the most feasible option.

I regret missing the opening day and appreciate your understanding. I remain fully committed to my academic responsibilities and will promptly make up for any missed lessons or requirements upon my return.

Thank you for your time and consideration.

Sincerely,

**Shania Jarrisse S. Villanueva**

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