Dear Mr/Ms

Today I’m writing to you to ask for a day ,for I’ve got cold last night with carelessess .

In this moring ,I’m go to see the doctor ,who told me to stay in bed for sorre days ,So I am very sorry to be obsent form school .I’ll be sure to make up for the missed lessons after I recover form the illness I would appreciate it if you would agree.

Your student .

Xxx

亲爱的先生

今天我写信给你要一天，因为昨晚我感冒了。

今天早上，我要去看医生，他告诉我在床上呆上几天，所以我很抱歉从学校上学。在我康复后，我一定会弥补错过的教训，如果你同意，我会不胜感激。

你的学生。

xxx