

Subject: Excuse Letter for Absence

Dear Mr. Fortin,

I hope this message finds you well. I am writing to sincerely apologize for missing the exam scheduled for April 21 (Monday). Unfortunately, due to an unexpected personal emergency, I was unable to attend. I deeply regret not being able to inform you in advance, as the situation came suddenly.

I fully understand the importance of the exam and the effort put into preparing it. If possible, I would be extremely grateful for the opportunity to take it at another time that is convenient for you. I assure you that I am committed to making up for the missed work and will ensure it does not happen again.

Thank you very much for your understanding and consideration. I truly appreciate your time and guidance.

Sincerely,

TOLERO, Selwyn R.  
2023010206  
BSIT 2A\_L1

Milagrosa L. Tolero  
Guardian

Republic of the Philippines  
Office of Senior Citizens Affairs  
OLONGAPO CITY

Control No. **13510**



City/Municipality  
Name: MILAGROSA L. TOLERO

Address: #1673 Waterdam Rd.

08.31.1950/60 Sta. Rita

09.21.2010

Date of Birth/Age

Date of Issue

THIS CARD IS NON-TRANSFERABLE AND  
VALID ANYWHERE IN THE COUNTRY

Milagrosa L. Tolero  
Senior Citizen's Signature

James Gordon Jr.  
JAMES GORDON JR.  
City Mayor