**Write an email to your instructor below. Let her know that you can’t come to class. Give a reason.**

**Decide what details you should include in your email. Include a subject line for your email.**

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Subject: Request for leave of absence

Dear Helen,

I am writing to inform you that I cannot attend the class next Monday due to a scheduled exam for CompTIA A+ certification. I would like to request a leave of absence for that day.

If there are any assignments or tasks that I should be aware of during my absence, please kindly let me know.

Thank you for your understanding and support on this matter.

Best regards,

Kai Hung Ho