

Subject: Request for Excusal from Teachers' Training Program Due to Illness

FROM,

BENCY VARGHESE

TEACHER

HOLY FAMILY HSS

23-NOVEMBER-2023

TO,

Headmistress

HOLY FAMILY HSS

Dear Ma'am,

I am writing to formally inform you that, unfortunately, I was unable to attend the recent teachers' training program scheduled on 23-11-2023. I sincerely apologize for my absence and would like to provide an explanation for my non-participation.

Regrettably, I came down with a sudden and severe fever a day before the training program, making it impossible for me to attend.

I am grateful for your understanding and appreciate your consideration in this matter.

Additionally, I would like to request leave for 23-11-2023. I look forward to contributing actively to future training sessions and school events.

Thank you for your time and understanding.

Sincerely,

BENCY VARGHESE