To: rashidah@university.edu.my
From: abdulrazak@yoyo.com.my
Subject: Apology for not attending lectures

Dear Dr Rashidah,

Thank you for your email regarding my absence from class. My friend told me that you had written to me a few days ago. Unfortunately, there is something wrong with my student email and I have not been able to use it since January 2021. I am now writing to you using my personal email.

I would like to explain my absence from your lectures for the past two weeks and for having not informed you earlier. I was unwell on 17 February 2021. However, I did not consult a doctor because I was too weak and took a painkiller instead. As a result, I did not have a medical certificate to hand in. On 24 February 2021, I could not come to class because I had to attend my sister's wedding in my village. In fact, I had asked my friend who was in the same class to inform you, but she forgot and went to the library to meet friends.

For your information, I had planned to come back to the university immediately after my sister's wedding. But, there was heavy rain and my journey took longer than usual and I could not reach the airport on time. I missed my flight and could only come back the next day.

I am aware that I missed a listening test held in class on 24 February 2021. Can I be given the opportunity to take the test because I might fail the course if I do not get any marks for the test? Could I possibly take the test on Friday morning because I have an important oral presentation for another course in the afternoon? Alternatively, could I do a project to replace this test? I hope you can consider my request to take the test that I missed.

I apologise again for my behaviour and I will learn to be more responsible. I promise to attend all your classes in future. In the event I cannot attend a class, I will email to inform you. I look forward to hearing from you. Thank you.

Sincerely,

Abdul Razak