

From,
Sushil Varma,
B3-11-3, pantai hill park, phase2,
Kulalumpur, Malaysia,

Date – 01/02/2021

To,

Khayalvili Ratnakumar,
Valley International School,

Dear Madam,

I am the student of Year 3A for the ICT. I couldn't attend your previous class and would like to apologize to you for my absence in the same. You were going to discuss some really important topics and give provide us notes, which I couldn't be available to access, Due to cough I was visited hospital. It wasn't possible to attend classes for me.

I hope you understand my reason for absence and forgive me for the same. I will commence attending the classes regularly from today.

Sincerely

(Sushil Varma)