January 10, 2023

Ms. Janet Van Wersch

Professional teacher

Universidad de Zamboanga

UZ Main Campus, Don Toribio Street, Tetuan, Zamboanga City

Dear Ma’am

I am writing to formally inform you that I shall not be able to attend your class meeting on January 2023, I have an urgent matter come up that I must take care of.

I shall return and attend your class meeting and will do all of the activities I missed.

I am hoping for your consideration

Thank you

Truly yours

ABDULRASA B. MUSA