

Dear Sister Principal,

I am Ashita, a student of Class 7. I am writing to inform you that I was unable to attend school from 4th November to 6th November as I was out of station visiting my grandparents. Due to unforeseen circumstances, I couldn't return in time for my classes.

I kindly request you to excuse my absence and allow me to rejoin my studies without any penalties. I assure you I will catch up on all missed work promptly.

Thank you for your understanding.

Sincerely,

Ashita

Class 7C