

Vince Allen D. Cristal

BS Info – 3WMAD2

Laguna State Polytechnic University – San Pablo City Campus

February 25, 2025

To Whom It May Concern,

I hope this letter finds you well. I am writing to formally inform you of my absence from school on February 24, 2025 due to a high fever. I was feeling unwell and needed time to rest and recover before returning to my studies.

I sincerely apologize for any missed lessons, activities, or assignments during my absence. I am willing to catch up on any schoolwork I may have missed and would appreciate any guidance regarding lessons or tasks that need my attention.

Thank you for your understanding and consideration. Please feel free to contact my guardian if any further clarification is needed.

Sincerely,

VINCE ALLEN D. CRISTAL

Student

ROSALIE D. CRISTAL

Guardian