

\${date}

Please excuse myself for being absent in \${Number of Days} days.

Thank you for your kind consideration.

Sincerely yours,

\${Sender Name}

Signed by:

\${College Chairperson}

\${College Chairperson-Name}

\${College Chairperson-Position}

\${College Dean}

\${College Dean-Name}

\${College Dean-Position}