${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} |