[Company Name]  
[Address, City, STATE, Zip]  
[Contact  
[Website]

To

[The Recipient]

I would like to request you to accept this letter as an excuse regarding my leaving class on 12-09-2020. I went to inform you in your office, but you had left early for home that day. I had to go urgently and for this purpose, I missed the class. I had to attend a very important meeting with my manager where I work in the second shift. I got an urgent call from my manager that today is their meeting with XYZ Company so in a hurry I left for the meeting.

I have been working in your institution for many years and I remember that hardly I had taken any uninformed leave and have left for home early. I had covered almost all syllabus with my students and their concepts are clear. Attending this meeting was very important for me as every bit of the project had to be discussed in it and it was very important for my career. I assure you this thing that in future nothing of this kind will happen and I will inform you well before time but for this time I am sorry.

I will compensate for the loss of missing the class and will arrange an extra class for students so they may not lack behind. Working under your kind supervision has always increased my morale and I have learned a lot of things from you. I was informed by the administrative department that I cannot take classes until I give a thorough explanation of my leaving the class.

I hope that keeping in view the situation that has been mentioned above you will understand my situation well. I guarantee you this thing that nothing of this kind will happen next time and for this time I am sorry. Waiting for a positive response from you!

Regards,

Edward Marlow