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

To

[The Recipient]

I am Edward Johnson, who has been working on the post of lecturer in Information Technology in Lenson Joseph School for the last five years. During my time here in your school, I tried to remain punctual and efficient and did not take any unauthorized leave. I was informed yesterday by the head of the department that you are expelling me for seven days from the school for missing the class on 12-09-20XX. I am writing this letter to seek an excuse from you regarding my behavior. The reason for all this was that I had a meeting at my son’s school, and I had to attend it.

I was not intended to miss the class, but I got an emergency call from my son’s school that he is involved in some bad activities and the school’s principal called me to be there in school in an hour. I went to inform you, but you were busy meeting with Mr. Joseph, so I left school without informing you. I know that this behavior of mine was immature and I had to leave a text message but in hurry, I forgot. If I did not attend the meeting that day, then the principal could expel my son from school so I must have to go there. I assure you that next nothing of the same kind will happen and I will inform you on time if such an emergency occurs. I will compensate for the workload by arranging an extra class within two days.

I request you to accept this excuse letter and keeping in view aforesaid situation I am hopeful that you will apologize to me. I had spent a really good time at your school and have learned a lot of new things. I hope that you will give thorough consideration to this request.

Regards,

Katherine Betsey