Date:

**Subject: Excuse Letter for Unauthorized Absence from School Due to Passport Renewal Scheduled at [Date]**

Dear Dean, I am [Name of the student] from [mention your class and department]. I have been a regular student and am very responsible regarding my academic and non-academic activities in the school. I am writing to excuse my unauthorized absence from the school which happened due to a scheduled appointment at the Passport Office, [Mention the city or region name where the passport office is located].

I understand the school policies and I am well aware of the fact that the school authorities are very strict regarding the attendance and regularity of the students. It is for the best of the students as it makes them punctual and a very good time manager.

I remained absent from school because I had to visit the passport office for the renewal of my passport. As you know, a passport is one of the most essential documents for international travel. I am a foreigner here and I usually have to travel to my hometown to see my family on vacation. Unfortunately, the process of renewal of the passport took more than anticipated. It involved different steps like submitting the documents to the manager, filling out lengthy passport renewal proforma, and claiming a certificate.

It took me two days as I had to visit the office for consecutive days for different processing requirements. I have attached the receipt and copy of my passport renewal application with this letter as evidence of my visit to the passport office.

I will be thankful if you mention my absence as excused authorized leave from school to keep up my attendance record. Thank you.

Regards,

[Name]  
[Grade/Class]  
[School Name]

[Date]