Date:

**Re. Absence from School Due to Passport Renewal**

Dear [Teacher’s Name],

My attendance in the [Name of the subject]’s class is running low. It is because I recently shifted to another place in the city which is making my adjustment a problem. Your class is usually the very first lesson of the day and I have missed many lessons, lowering my attendance percentage below the required mark.

Recently, I had to visit the passport office to renew my passport which has expired for more than a week. Unfortunately, the passport renewal process took more than anticipated. I had to submit my documents on counter 1, then I had to get my verification done by the screening team, and in the end, I had an appointment with the manager who took my short interview to start the process.

I arrived at the school late and could not make it to your class. I have been a good performer and have always taken a keen interest in my studies. I also have a good record in non-academic activities. I assure you that I will be careful in the future and will attend all the classes with diligence and responsibility. Therefore, I request you mark my attendance as excused so that it does not impact my academic standing due to low attendance. I shall be very grateful for this act of kindness. Thank you.

Regards,

[Name]

[Grade/class]

[school name]