## Excuse Application to Principal

### Dear Headmaster,

### I want to say that my name is Will Smith, and I have been a student of your school for the past eight years, enrolled under roll number 498-112 in 8th grade. Sir, there was an annual sports gala at the school yesterday. It was a significant event for the school. My presence was necessary since I had taken a lead role in a drama. Unfortunately, it happened that I could not come to school yesterday due to some urgent business at home. My father was coming from another city, and on his way home, he met a severe accident. My other siblings are not old enough to take care of themselves, so I had to remain at home to look after them while the other family member had to go and attend to my father in the hospital. I know that I made a terrible mistake by not coming to school on that important day, but Sir, I was bound to do so. I request you to please accept my apology on fair terms.

### After explaining my explanation, I hope that I satisfied you regarding my absence from school yesterday. I shall be thankful to you for forgiving my such act. I will be obliged.

### Yours Obediently

### Will Smith

### Absence Excuse Letter for College

### Absence Excuse Letter for Child