## **Excuse letter for missing swimming class**

Dear Sir/Madam,

I am writing this letter to inform you that I, XYZ, would not be able to attend the swimming class tomorrow (Insert date here). My father is coming to visit us from the USA and we are going to receive him at the airport. He is coming after 3 years.

Kindly grant me leave for a day. I shall be highly obliged.

Yours faithfully,