**Excuse letter format for being absent in school or college class:**

To,

The Principal,

XYZ School,

City

Date

Subject: Insert subject here

Dear Sir/Madam,

With due respect, it is to inform you that I, (name of student), am a student of class (mention class here) and I am writing this application to bring to your attention that (state reason here).

Kindly grant me leave for (write number of days here). I shall be highly obliged.

Thanking You,

Yours Faithfully,

Place signature here

Insert Name Here

Mention class here