# Excuse Letter to Teacher for Absence in Online Class

To,
The Principal,
\_\_\_\_\_\_\_\_ (Name of the School),
\_\_\_\_\_\_\_\_ (Address of the School)

Date: \_\_/\_\_/\_\_\_\_\_ (Date)

Subject:

Respected Sir/ Madam,

This is to most humbly inform you that my name is \_\_\_\_\_\_\_\_\_\_\_ (name) and I have been teaching \_\_\_\_\_\_\_\_\_\_\_ (class/ subject) in your reputed school for \_\_\_\_\_\_\_\_\_\_ (duration).

I write this letter in order to present my sincere apologies for me being absent from the scheduled classes on \_\_/\_\_/\_\_\_\_ (date). Respected, the classes were scheduled for \_\_:\_\_ (time) till \_\_:\_\_ (time) but as my internet connection was not working fine, I was unable to join the class.

I apologize for the same and would try to never repeat the same again in the coming future.

Obediently,
\_\_\_\_\_\_\_\_\_ (Signature),
\_\_\_\_\_\_\_\_\_ (Name),
\_\_\_\_\_\_\_\_\_ (Employee number)