

## Letter of Absence Declaration

Date:

To:

Subject:

Dear ,

I am writing this letter to formally declare my absence from school/work on the following date(s):

The reason for my absence is as follows:

I kindly request you to consider my absence as informed and grant me permission. I assure you that I will catch up on my missed duties as soon as possible.

Thank you for your understanding.

Sincerely,