To,

The Principal

**[School Name]**  
**[School Address]**

Subject: **(Letter To The Principal On Absence From School)**

Sir,

I apologize that I could not attend my class on 14 and 15 August. Because my father had gone out of town and my mother became ill due to sudden high fever.

There was no one to take care of him at home. I was not in a position to inform you about this in advance.

So please give me two days off.

Your Obedient Disciple,

**[Your Name]**

**[Your Class]**

[Date]