

**FORMAT FOR EXCUSE LETTER**

Date

The Class Adviser  
GT Northeast Academy  
Gemelina St. Tayud Lilo-an , Cebu

Dear Mr. /Ms./ Mrs. \_\_\_\_\_ :

Please be informed that my son/daughter, **(name of student)**, failed to attend his/her class last **(state date(s) of absences)** due to **(state reason(s) for absence)**.

Thank you very much.

Respectfully yours,

\_\_\_\_\_  
Printed Name and Signature of Parent or Guardian

\_\_\_\_\_  
Printed Name, signature and section of Student

**GT NORTHEAST ACADEMY**

Note: Absent students should submit a letter on one whole sheet of short bond paper. A student who has been absent for a prolonged time due to hospitalization or illness should attach a copy of a medical certificate, or additional medical records as requested by the school.

Parents or authorized guardians should personally make the letter.