

Class Excuse Letter Example

If you or members in your organization are in need of class excuse letters, please refer to the example below:

Example

TO: UW-Whitewater Faculty
FROM: Name, Organization Advisor
DATE: Date
RE: Name of Student

<Name> is currently serving as an active member of <insert organization name>. As part of this valuable co-curricular experience, <name> will be traveling to the <conference/event name from <start date> to <end date>.

I ask that you please consider allowing <name> to miss your class during that time. It is understood that all missed work must be made up and missed class content is <name>'s responsibility. Your assistance in this is much appreciated. Please contact me if you have any questions or concerns. I can be reached at <advisor contact information>.

Thank you.