



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Manila
STA. ANA ELEMENTARY SCHOOL

E X C U S E L E T T E R

Parent's Name: _____

Address: _____

Date: _____

To: _____
Teacher's Name

Sta. Ana Elementary School

Subject: _____

Dear _____,

I am writing to inform you that my child _____
Child's Name
was unable to attend school on _____ due to
Date of Absence

Reason for being absent

Kindly excuse his/her absence.

Thank you for your understanding.

Sincerely yours,

Parent's Name