

## Absent Letter Sample #3 – To Principal

To

The Principal

[school name]

[address]

From

[Name]

[place]

Respected Principal,

I am writing this to you to make you notice that my son has been absent from school since [date]. The reason for his absence is that he has been operated on his head for a tumor. He has been on rest for 2 months and now fit for coming to school.

I would be pleased if you can arrange some notes for completing his work.

Thanking you,

Yours faithfully

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