

Formal Letter Writing for Class 5

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing this letter to inform you that I will not be able to attend school for the next few days due to [reason for absence]. I will ensure that I catch up on all the missed work as soon as I return to school.

I request you to kindly mark my absence in the attendance register and also grant me leave for the mentioned period. I apologize for any inconvenience caused and assure you that I will do my best to make up for the missed school days.

Thank you for your understanding.

Yours sincerely,
[Your Name]