

APPENDIX – LETTER OF ABSENCE

Dear Learning Centre Manager,

My son/daughter, [full name (as per ID card)] _____, was
unable to attend [class number] _____, on [date DD/MM/YYYY] _____
due to [insert reason (i.e) sickness]:

Should you wish to contact me I can be reached at [phone number] _____.

Yours sincerely,

signature

print name

(For official use only)

Received by: [print name]	Date received: [DD/MM/YYYY]