

I \_\_\_\_\_ have missed (will be missing) \_\_\_\_\_ on  
your name course name

\_\_\_\_\_. The reason for missing the course is as follows:  
date

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I am allowing \_\_\_\_\_ to contact \_\_\_\_\_ at  
professor name contact name

\_\_\_\_\_ in order to prove that this was (is) a valid reason to be absent.  
phone number

\_\_\_\_\_  
signature