

學校請假信樣本參考  
Specimen of Letter of Excuse

敬啟者：

小女\_\_\_\_\_，\_\_\_\_\_班\_\_\_\_\_號因\_\_\_\_\_，須

於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日止請假\_\_\_\_\_天/節，祈為  
照准。

此致

德蘭中學

\_\_\_\_\_班班主任\_\_\_\_\_老師

\*家長/監護人\_\_\_\_\_謹啟

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

\*請將不適用者刪去

備註：兩天或以上的病假必需附呈註冊醫生證明書。

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Date: \_\_\_\_\_

Dear \*Mr/Ms \_\_\_\_\_,

Letter of Excuse

Student (name of student) of (class, class no.) was unable to attend school from (date) to  
(date) due to (give reason, sickness or otherwise). Thank you for your attention.

Yours faithfully,

\_\_\_\_\_

\*Parent/ Guardian

#(Enclosed please find Doctor's Certificate)

\*Delete whichever is inappropriate

#Two days or above sick leave must enclose Doctor's Certificate