Date:

To

[The Recipient Name]  
[Address]

Respected Professor [name],

My name is [name] and I am from [batch number]. Sir I am writing to apologize for missing your class yesterday. [subject] is my favorite subject and I never miss your class but yesterday when I was on my way to college, I had an accident.

The vehicle coming from another side broke the signal and bumped into my bike as I was crossing the road. I fell and although my bike was damaged very badly, I was lucky to escape serious injury. But this accident delayed me, and I could not reach the university on time and ended up missing your class.

Sir, I realize that this was a very important class as we had our monthly test planned for this date. I had prepared very thoroughly for the test and can take it whenever you can spare some time. I can come to your office whenever it is convenient for you.

Sir, I would be very grateful if you could accommodate me as I missed the test due to a genuine reason and it was not slackness on my part. My previous record is with you so you can confirm that I have never been negligent or careless in my studies. I hope that you will understand the problem I faced and accommodate me.

Looking forward to your positive response,

Sincerely,

[Name]

Department name

Date