Date:

To

[The Recipient Name]  
[Address]

Dear Sir,

My name is [ABC] and I am in [course number]. Sir, I am taking your [subject name] class although my department is different this subject is one of the pre-requisites for the research project I am aiming to undertake as my final year project. I am writing to apologize for missing your lecture on [date].

Sir the reason why I missed your class was that there was a slight mix-up in my timetable. As I come from [name] department only for your subject to [name2] department, so my timetables clashed as it is the beginning of the semester. I have informed the course advisor about this issue, and he has promised to resolve it before the coming week.

To complete the work I missed, I took the class notes from a friend but there are a few points I do not understand. I would be extremely grateful if you could take some time out of your busy schedule and clarify my concepts or guide me to some appropriate resources online. I can come to your office any time after [time] as all my classes are scheduled before that.

Looking forward to your understanding and forgiveness.

Yours Sincerely.

[Name]

Department name

Date