



**MINISTRY OF EDUCATION  
GRADE FIVE CONSOLIDATED WORKSHEETS  
LANGUAGE- COMPOSITION  
WEEK: 9  
TOPIC: LETTER WRITING-LETTER OF EXCUSE**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **FACTS/TIPS**

### **Tips for writing an excuse letter for being absent**

These are the tips that you can follow in order to write an effective excuse letter.

1. Keep the tone of the letter formal and be polite.
2. The excuse letter must provide a reason for being absent. This is the most basic reason to write the excuse letter.
3. Try to explain the situation with honesty. The reader should be able to understand your reason for being absent. So be clear and straight while writing an excuse letter.
4. Include your details in the letter such as name, class name, so that you can be identified easily.



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**SAMPLE LETTER OF EXCUSE**

Lot 54 Cherry Lane,  
Aurora  
East Bank Demerara.  
22<sup>nd</sup> February, 2021

Dear Miss Olivia,

I am writing this letter to inform you that I will be absent from school on Tuesday, 8<sup>th</sup> March, 2021.

I will be absent due to my dental appointment. Every six months I have a regular check-up with my dentist. This is very important for my oral hygiene.

I promise to complete all school-work assigned the following day. Thank you for understanding.

Your pupil,

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Anna John



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**ON YOUR OWN**

You became ill during the week of your mid-term test.  
Write a letter to your class teacher giving the reason for your absence and seeking his/her permission to write the mid-term upon your return to school.

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ADDRESS

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DATE

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SALUTATION

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BODY

CLOSER