

## Sample Memo

Date: September 13, 2007

From: Nolame Jenny Excuse (tel: 867-5309) [ Sign your full name here]

To: Professor Autar Kaw

Subject: Excuse for Missing Class on September 10, 2007

I will be unable to attend class on Monday, September 10, 2007. The reason for missing class is that I have been ill since September 9, 2007 and the doctor has advised me to fully rest at least until September 12, 2007. I am enclosing a copy of the doctor's excuse that reflects these dates.

Please let me know how I can makeup the missed submitted assignment and the missed in-class quiz of September 10, 2007.