

Sample Memo

Date:

September 13, 2017

From:

Nolame Jenny Excuse

Email:

jenny@mail.usf.edu

Signature

[Sign your full name here]

To:

Professor Autar Kaw

Class:

EML3041 Computational Methods

Subject:

Excuse for Missing Classes from September 10, 2017 to September 12, 2017

I will be unable to attend class on Monday, September 10, 2017. The reason for missing class is that I have been ill since September 9, 2017 and the doctor has advised me to fully rest at least till September 12, 2017. I am enclosing a copy of the doctor's excuse that reflects these dates.

Please let me know how I can make up the assignments that were due during my dates of absence of September 10, 2017 through September 12, 2017.