

Mark Andrew Reyes
Brgy. San Roque, Antipolo City
21 July 2025

Professor Karen Lim
College of Engineering
Technological Institute of the Philippines
Aurora Blvd., Quezon City

Subject: Formal Excuse for Class Absence on 18 July 2025

Dear Professor Lim:

I would like to formally inform you that I was unable to attend our Thermodynamics class on 18 July 2025 due to a high fever and medical rest advised by my physician.

I apologize for the absence and will coordinate with my classmates to catch up on the lessons and assignments. I will also submit a medical certificate upon our next meeting.

Thank you for your understanding.

Sincerely,
(Signature)

Mark Andrew Reyes
BSME Student, TIP Quezon City