**Professional Sick Email to Professor Format**

**Subject: Sick Leave Notification for [Your Name] - [Date of Absence]**

Dear Professor [Professor's Last Name],

I hope this email finds you well. I am writing to inform you that I am unwell and unable to attend [specific class/course] on [date(s)]. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

[Provide a brief description of your illness and symptoms here. Be concise but informative.]

I expect to be able to resume my regular classes on [mention the date, if known, or indicate that you will keep them updated on your progress].

I am committed to catching up on the missed class material and assignments. I will review the lecture recordings and class notes promptly. If there are specific assignments or readings I should focus on during my absence, please let me know. I will ensure all missed work is completed and submitted by the agreed-upon deadline.

[Attach medical documentation if you have visited a healthcare professional. Not always necessary but can be helpful if your absence is prolonged or if your institution requires it.]

I appreciate your understanding and support during this time. If there are any further details you require or arrangements I need to make, please do not hesitate to contact me via email or through [appropriate contact method].

Thank you for your time and consideration. I look forward to your guidance on the best way to keep up with the class during my absence.

Warm Regards,

[Your Full Name]

[Your University ID (if applicable)]

[Your University Email Address]

[Your Phone Number]