Date:

Name of the recipient:  
Address of the recipient:

Dear Mr. ABC,

I am writing this letter to announce that I will not be able to attend research classes from 15th September 2025 to 20th September 2025. I will attend the research conference with you that is going to be held on 21st September 2025.

Please accept this letter as a notification letter. I will be available to work remotely and make updates on the missed work. Please inform me about the information I am supposed to be providing. If you need anything to make the research process go smoothly without me, please let me know. I am looking forward to your kind reply and am so grateful to you for providing me this opportunity to complete my research work with you.

Regards,

Sender’s name

Signatures