Dear Professor [Last Name],

I hope you are doing well. I am writing to let you know in advance that I will be unable to attend class on [date] due to [brief reason]. I wanted to ask whether this absence may be excused.

I understand the importance of attending class and will be sure to review the material covered and complete any assignments or work I may miss. Please let me know if there is anything specific you would like me to do to stay on track.

Thank you very much for your time and consideration.

Best regards,
[Your Name]
[Your Student ID]
[Course Name / Section]