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| **Entschuldigung** | | | | | | | | | | *Schul-Logo* | | |
| *Schulname*  *Schul-Logo*  *Straße PLZ Ort* | | | | | | | | | |
|  | | | |  | | | | | |
| *Telefonnummer der Schule Faxnummer der Schule*  *E-Mail-Adresse der Schule* | | | | | | | | | |
|  | | | | | | | | | |  | | |
| **Name des Kindes (Student’s name)** | | | | | |  | | | | | | |
| **Klasse (Class/Form)** | | | | | |  | | | | | | |
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| Sehr geehrte/r Frau/Herr | | | , | | | | | | | | | Name der Lehrerin/  des Lehrers teacher’s name |
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| mein Kind | |  | | | | | | | | | | Name des Kindes child’s name |
| konnte | |  | | | | | | | | | |  |
| am | |  | | | | | | | | | | Datum date |
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| im Zeitraum von | | | |  | | | | bis |  | | |  |
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| den Unterricht wegen | | | | | | | | | | | | couldn’t attend school because of |
| Krankheit | | | | | | | | | | | | illness |
|  |  | | | | | | | | | |  | anderer Grund different reason |
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| nicht besuchen. | | | | | | | | | | |  |  |
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| Ich bitte Sie, dies zu entschuldigen. | | | | | | | | | | | | Please excuse the abscence. |
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| Mit freundlichen Grüßen | | | | | | | | | | | | Sincerely |
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| Unterschrift der Erziehungsberechtigten | | | | | | |  | | | | | signature |