

[Your Name]  
[Your Job Title]  
[Department, if applicable]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]

Dear [Recipient's Name],

I am writing to formally apologize for my absence from work on [Date(s) of Absence]. Unfortunately, I had to attend the funeral of a close family member, which required my immediate and unavoidable attention.

I sincerely regret any inconvenience my absence may have caused. I understand the importance of punctuality and fulfilling my responsibilities to the team. Given the circumstances, I hope you can appreciate that my attendance at this funeral was necessary.

Please be assured that I am committed to making up for any missed work and resuming my duties promptly. I am fully dedicated to maintaining my productivity and supporting the team during this time.

Thank you for your understanding and support during this difficult period. If there is any further information or documentation required, please let me know.

Sincerely,  
[Your Name]