

Apology Letter with Official Excuse and Explanation for Absence

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization/School Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence from [work/school/meeting] on [date(s) of absence]. Unfortunately, I was unable to attend due to [briefly state the reason, e.g., a sudden illness, family emergency, or other unavoidable circumstance].

Please find attached [doctor's note, official document, or supporting evidence, if applicable] as my official excuse for this absence. I understand the importance of [the missed commitment] and regret any inconvenience this may have caused to you and the team.

I am committed to making up for any lost time and will ensure all pending responsibilities are addressed promptly. Please let me know if there are any additional steps you would like me to take or further information you require regarding my absence.

Once again, I apologize for any disruption my absence may have caused and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,
[Your Name]