

# Apology Letter for Absence from Work Due to Medical Emergency

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

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

Dear [Recipient's Name],

I am writing to sincerely apologize for my unexpected absence from work on [date(s) of absence]. Unfortunately, I experienced a sudden medical emergency that required immediate attention and made it impossible for me to notify you in advance.

I understand the impact that my absence may have had on the team and our workflow, and I deeply regret any inconvenience this may have caused. Please be assured that I am committed to fulfilling my responsibilities and am doing everything necessary to recover and return to work as soon as possible.

I have attached the required medical documents for your reference. I kindly request your understanding and support during this period. Please let me know if there are any forms or additional information you need regarding my absence.

Thank you very much for your consideration. I appreciate your understanding and patience in this matter. If needed, I am available to discuss the situation further.

Sincerely,  
[Your Name]