

Apology Letter with Medical Explanation for Absence

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position, if applicable]
[Company/School Name]
[Address]

Dear [Recipient's Name],

I am writing to formally apologize for my recent absence from [work/school] on [date(s) of absence]. Unfortunately, I was unable to attend due to a medical condition for which I was receiving treatment. My healthcare provider advised that I take time off to recover and prevent further complications.

I understand the importance of fulfilling my responsibilities and assure you that my absence was unavoidable under the circumstances. I am now recovering and committed to making up for any missed work or assignments. Attached is a medical certificate from my doctor for your reference.

I sincerely apologize for any inconvenience this may have caused and kindly request your understanding and support during this time. Please let me know if any additional documentation or information is required.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position/Class, if applicable]
[Contact Information]