

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Company Name]
[Company Address]

Subject: Apology for Absence from Work due to Court Hearing

Dear [Supervisor/Manager's Name],

I am writing to sincerely apologize for my absence from work on [insert date(s)] due to my required attendance at a court hearing. Unfortunately, it was an unavoidable legal obligation that necessitated my presence, and I regret any disruption or inconvenience my absence may have caused to you or the team.

Please be assured that I am committed to making up for the missed work and will ensure that all pending tasks are completed in a timely manner. I value my responsibilities at [Company Name] and appreciate your understanding and support during this period.

Thank you for your consideration, and please do not hesitate to let me know if any further information is required or if I can provide documentation regarding my court attendance.

Once again, I apologize for any inconvenience this may have caused and appreciate your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]