

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence during the recent CBT exam held on [exam date]. I understand the importance of this examination and regret any inconvenience my absence may have caused.

Due to [brief explanation of the reason for absence], I was unable to attend. I take my responsibilities very seriously and am disappointed that I could not fulfill my commitment to the exam.

I would appreciate the opportunity to discuss any possible ways to make up for the missed exam or to understand the next steps I should take.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]