

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain my absence on [specific date(s)] from [work/school].

The reason for my absence was [brief explanation of the reason, e.g., illness, family emergency, personal matters]. I apologize for any inconvenience this may have caused and appreciate your understanding during this time.

I am committed to ensuring that I stay on track with my responsibilities. I will [mention any steps you will take to catch up or address missed work].

Thank you for your understanding, and please feel free to reach out if you have any questions or need further information.

Sincerely,
[Your Name]