

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

Dear [Recipient's Name],

I am writing to formally inform you that I was unable to attend work on [specific date(s)] due to [brief explanation of the reason, e.g., illness, a personal emergency, etc.].

I understand the importance of my role and responsibilities, and I assure you that I am committed to making up for any missed work during my absence. I appreciate your understanding in this matter, and I am fully prepared to discuss how I can best contribute moving forward.

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,  
[Your Name]