

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/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 from [mention date(s) of absence] due to travel commitments.

I had to attend [briefly describe the reason for the travel, e.g., a conference, family obligation, etc.], which was scheduled prior to the mentioned dates. I made every effort to ensure that my responsibilities were managed in my absence, including [mention any arrangements made, such as delegating tasks or completing assignments early].

I understand the importance of maintaining communication and accountability, and I appreciate your understanding regarding this matter. I am committed to catching up on any missed work and ensuring a smooth transition upon my return.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,
[Your Name]