

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the completion of the work that was missed due to [reason for missing work, e.g., illness, personal issues, etc.].

I understand the importance of maintaining our project timelines and am committed to catching up on the missed responsibilities. I would greatly appreciate any guidance you could provide on how best to proceed in completing the outstanding tasks.

Please let me know if there is a specific timeline that I should adhere to or if there are any additional resources I can utilize. Thank you for your understanding and support.

Looking forward to your response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Department, if applicable]