

[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 notify you of my absence on [specific date(s)] due to [reason for absence, e.g., illness, personal matters].

I understand the importance of my responsibilities and assure you that I will do my best to catch up on any missed work. If necessary, I am happy to discuss this further or coordinate with colleagues to ensure a smooth transition during my absence.

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

Sincerely,
[Your Name]