

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

Dear [Recipient Name],

I am writing to inform you that I will be unable to attend
[work/school/event] on [specific date(s)] due to [reason for absence].
I apologize for any inconvenience this may cause and appreciate your
understanding. I will ensure that [any necessary arrangements, such as
catching up on work or assignments] are taken care of upon my return.
Thank you for your attention to this matter.

Sincerely,
[Your Name]