

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's 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 inform you about some changes regarding my attendance.

Due to [reason for change, e.g., personal commitments, health issues, etc.], I will be unable to attend [specific events, meetings, or workdays] on [specific dates]. I understand the importance of being present, and I sincerely apologize for any inconvenience my absence may cause.

I will ensure that [mention any arrangements you will make, e.g., providing updates, delegating tasks, etc.] to ensure a smooth workflow during my absence. I appreciate your understanding and support regarding this matter.

Thank you for your attention to this change. Please let me know if there are any concerns or if further information is needed.

Best regards,

[Your Name]  
[Your Position/Title, if applicable]  
[Company/Organization Name, if applicable]