

[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 of an unexpected event that has prevented me from [attending/work/meeting] on [specific date].

[Briefly explain the unforeseen circumstance, e.g., "Due to a family emergency," or "I was taken ill unexpectedly."]

I apologize for any inconvenience this may cause and assure you that I will take all necessary steps to minimize the impact of my absence.

[Optionally, mention a plan for catching up or rescheduling.]

Thank you for your understanding.

Sincerely,
[Your Name]