#1

Dear, I regret not attending your sister’s wedding on [date]. You know how excited I was about this event. I was already planning an excellent get-together for this joyous occasion. Still, unluckily, I had some family urgency, and I had to rush to my hometown [name of the hometown], where my whole family lives.

Please accept my regrets for not being able to attend the ceremony. I hope my eleventh-hour amendment of strategies did not trouble you a lot. Once again, I ask for your thoughtfulness and understanding in this matter and hope that my eleventh-hour call to Bob was adequate.

Kindly convey my heartiest congratulations to your sister. I will soon be catching her for her precious gift that I had purchased. Hopefully, you will forgive me for what happened, as I was the least guilty person in this regard. I anticipate that this absence won’t affect our friendship at all.

#2

Respected Sir, I am extremely sorry for not being able to come to the workplace yesterday. It was a day of presentations, and it was vitally important as well. But you can trust my words that my absence was not without a reason. I fell seriously ill and was not able to move my body.

The day before yesterday, I felt sick in the evening, but I just ignored it and got some medicines to relieve the discomfort. On the following morning, it turned out to be a high fever along with extreme body pain and a state of high distress and anxiety. I tried hard to get out of bed and come to the office since I knew the day's importance very well, but I could not do anything.

I regret my unintentional absence and request that you kindly adjust my presentation. I will be highly grateful to you for this act of kindness.

Yours sincerely.