Date

To

Recipient Name

Title

Dear Mr. Wilson,

I am writing this letter to apologize for my absence of two days on the 3rd and 4th August 2018.

I had been experiencing recurring backache but was ignoring it. On 2nd August, after work, the pain became unbearable and I rushed to the hospital directly from the office. The doctor suggested different tests and asked me to stay in the hospital for two days. I was in such unbearable pain that the idea of informing you did not come into my mind for which I highly apologize.

Now that I am back to work, I will complete all my pending work this week. I hope you understand my situation and excuse my absence.

I am really sorry again.

Regards,

Emily Smith