Date

To

Recipient Name

Title

Dear Mr. David,

Please excuse my absence from work on 3rd September 2018.

I did not inform before as I did not have any attention of being absent that day. I have applied for a mortgage and on the morning of 3rd September, I was called for an interview for that mortgage. I requested for a reschedule but it could not happen which is why I had to miss the work.

I apologize for my absence and would cover the work in the next two days. I hope you understand my problem and accept my apology.

Regards,

Joseph Smith