Date

To

Recipient Name

Title

Dear Ms. Monica,

I am writing this letter as a notification of my absence on 5th May 2018.

I was getting ready for work on 5th May when my wife fell down the stairs and fainted. I had to rush her to the hospital and it took the whole day as doctors wanted to confirm through different tests and scans that there were no head injuries.

Due to this emergency at home, I was unable to come to the office. I will put in extra hours in the coming week to make up for the loss of work. I hope you understand my situation.

Kindly, excuse my absence and accept my apology.

Regards,

Will John