[Date]

To

[Recipient Name]

[Title]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Please acknowledge this letter as an application for my sudden absence from work.

On ‘Date’, I was unable to attend work. In the early hours of the morning, I had to leave town due to a sudden death of a relative. I will be returning to work after the funeral on ‘Date’.

Please feel free to contact me for any work-related queries.

Thank you for your understanding.

With thanks

Mrs. Shaggy