Date  
Name  
Address

**Dear Mr. Scott,**

I am writing this excuse letter to inform you about the reason behind my absence on 5th April 2019.

On 4th April 2019, when I went home from the office, I started shivering. I was feeling weak in the office as well, but I ignored it. I went to the doctor who told me that I was having high fever and chest congestion. He prescribed a few medicines and asked me to rest.

I thought I would get better in the morning and would attend the work so, I did not inform any of my colleagues. However, I did not know, but one of the medicines had sedatives. When I took it and slept, I woke up around the afternoon time on 5th April 2019.

As I still felt feverish and half of the day was already gone, I called my assistant to take care of the work for that day to avoid any delays.

I hope you will understand my situation and excuse me for 5th April 2019. Thank you for your understanding.

Regards,

Jennifer Walter.