|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this letter to inform you about my excuse for absence from work due to sickness on 12th April 2019.

I went home on 11th April 2019, after work and felt a scratchy throat in the evening. I thought it was not a big issue, so I did not take any medicine for it. When I woke up in the morning of 12th April 2019, I could not even talk. The sound of my voice was so low that only I could hear. Also, I was feeling extreme pain in my throat and the related areas.

My wife suggested that I should rest and take medicine. Due to the sedative effect of the medicine, I slept the whole day, which is why I did not inform you earlier rather, my wife called the HR department.

I hope you would understand my situation and excuse my absence on that day. I will compensate today for the work that was missed yesterday.

Warm regards,

Your Name

Title

Email