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

Date

Dear Recipient,

I am writing this letter to inform you about my excuse of being unable to attend yesterday’s, i.e. 12th April 2019, meeting at 2:00 p.m.

As the meeting was in the headquarter, I left my office at the proper time to reach there at 2:00 p.m. However, in my way, I had an accident. It was not major, but as my head got hit, my colleague recommended an immediate scan. He rushed me to the hospital to ensure there is no internal bleeding. I got free from all the scans and treatment in the evening which is why I could not inform you earlier.

Kindly, accept my excuse for not attending the meeting. I am attaching the relevant documents from the hospital.

Thank you for understanding.

Warm regards,

Your Name

Title

Email