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

Date

Dear Recipient,

I am writing this excuse letter to inform you about my reason behind not attending the annual function and award ceremony of ABC limited on 19th June 2019.

As you already know, my wife is pregnant and it is her 8th month. When I was getting ready for the function, she felt pains and we had to rush to the hospital. After examination, we found out that it was normal, but as she was feeling weak, I could not leave her alone at home.

Although I was very excited for this function because I was getting an award as well, the circumstances did not allow me to attend it. I hope you will understand my situation and accept my excuse.

Thank you for your support.

Warm regards,

Your Name

Title

Email