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

Date

Dear Recipient,

This is to inform you about my excuse for not doing homework on 17th June 2019.

On 16th June 2019, my grandfather went to the hospital due to his on-going health issues. I accompanied him and found out that he had to stay in the hospital for a day. As my father and mother were out of town and I was his caretaker, I had to stay with him in the hospital.

After he got discharged in the morning, I dropped him at home and came directly to the school. However, in the whole situation, I was not able to manage to do my homework.

Kindly, accept my excuse and I will complete the homework on the weekend. Thanks for understanding.

Warm regards,

Your Name

Title

Email