Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This letter speaks of my sheer negligence that I want to confess for not being able to have control of my nerves out of the utter pressure that I had in my head since this meeting was scheduled. I wanted to keep everything just perfect regarding it. Maybe this was the reason that I met a severe accident and got badly injured on the morning this meeting was timed.

I was taken to the hospital by the emergency squad. On examining the doctors told that I had broken my leg in this mishap. All this happened in such a short time that I couldn’t sense anything.

I have attached my MC with this letter so that you can see the dates I was admitted and discharged from the hospital. I am positive that you would consider my apology and will give me a chance to work in an even better way with all my senses in.

Warm regards,

Name Here

Your Title