Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

By writing this letter I want to express my deepest apology for I couldn’t make it happen to be present in the meeting held on Monday. I didn’t skip this meeting intentionally as I knew how important it was for our company. I was on my way to the office after having dropped my son to his school when I got a call informing me that he had slipped from the staircase and received multiple injuries.

On hearing this bad news, I couldn’t remember anything else but my son and the pain he was suffering from. I rushed to the school and we took him to the hospital where it was informed after x-ray examination that he had broken the bones in his right arm. That was the most painful time for me to think of anything else.

I have also provided you with the documents proving all of my statements true. I request you to give me a chance as I have always been a responsible employee of this company and didn’t do this intentionally or over a trifle.

Thank you for your understanding!

Warm regards,

Name Here

Your Title