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

Date

Dear Recipient,

By writing this letter I plead guilty for not showing up at the office for two consecutive days without asking for leave beforehand. I am working with [company name] for several years and this is the first time that anything of this kind ever happened. Through this apology letter, I want to explain the reason behind this incident.

The reason for being absent was a sudden heart attack. I had no idea what was happening to me when I got home. The only thing I could feel was sweating and shortness of breath. Afterward, I got faint and when I woke up I was in the emergency room with a cluster of doctors around me. On inquiry, I came to know about this mini heart attack and its origin.

I had to stay at the hospital for 2 days since I was still in ICU. The doctors kept me under observation for 24 hours to see if it happens again. Moreover, mobile phones or any such device is prohibited there due to which I was absolutely unable to contact you anyhow.

I am also attaching my MC along with all the details and dates mentioned on it in order to strengthen my above-narrated statement.

Thank you for your understanding!