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

Date

Dear Recipient,

I express my deep regrets for not being able to provide you with the advanced announcement about being absent to work for the last 2 days. I understand the importance of informing the authorities before going on an out of the blue leave for even a single day so that the work is not meet them halfway. But I couldn’t inform you and below I have mentioned why.   
On Tuesday morning, I was on my way to the office when I met a life-risking accident. I was spontaneously taken to the hospital where I got my medical examination done.

Although I got many bruises and wounds all over my body but luckily I didn’t get any major injury due to which I was discharged after one day. The medicines I was given kept me sleepy the next whole day. I have also attached the necessary documents with this letter to support my statement.

Thank you for understanding!