06-01-2020

Thomas Hardy

Manager

QQWE Realtors

Lo Angeles, WE 899000

Dear Mr. Hardy,

I would like to submit my sincere apology to you for my absence that was on 26-12-2019. I could not come to the office that day due to a parent-teacher meeting that was at my son’s school and being a single parent of him it was my duty to meet his teachers as well as his school principal to ask about his class progress and participation in curricular activities. I had decided that after attending the meeting, I will go to the office, but I got free very late and the office hours at that time had closed.

It was very necessary for me to attend this meeting because his principal had specially called me to have a look at my son’s yearly progress as during the period of her mother’s death he could not focus properly on his studies and was going down in his performance.

If you have further any query, you can let me know I can provide further information to you.

Sincerely,

Jones Rebeca