Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Hi, it is to inform you that for a few days I am feeling pain in my right shoulder. Due to which I could not give proper attention to office work during office hours. I had contacted the clinic for an appointment with the doctor for consultant and treatment. Resultant, the doctor has given me checkup time during this week. The doctor prescribed me to take care of yourself. Therefore, I am informing you that I regret absent from the office for one day and you are requested to kindly accept my apology for absent. Your favorable action in the matter would be highly appreciated.

Sincerely,

Your Name

Title