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:

Sir, it is to inform you that I have been working with you for the last year. During this period, I never went on holiday. But yesterday, due to the arrival of my friends I plan to go outside without informing. I know there is a chance of meeting yesterday, but I completely forgot about it. Therefore, I requested you to kindly accept my apology for the absence and from now onward I will work on this project as the competition is quite hard. I will be glad to know that you accept my apology. Your action is highly favored in this act. Thanks.

Sincerely,

Your Name

Title