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, I regret to inform about the sad and sudden death of my uncle who is living in another city. He was a healthy person, but suddenly he received some pain. We rushed to the hospital, but he could not survive and died due to heart failure. I was attending his funeral and was not able to come to the office that day. I am glad to know that another person presides the meeting in my place. I regret for absent that day, however, I assure you that I will lead the next meeting. You are, therefore, requested to kindly accept my leave for that day. I will be highly obliged to you for this act.

Sincerely,

Your Name

Title