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, Kindly be informed that my son is getting a higher education and his result was announced yesterday. My whole family members were very excited and eagerly waiting for his graduation. They all want to intend to go to school for this great occasion. Therefore, I have to go to school on this day. I regret absent from the office; however, I assure you that I will complete my yesterday’s work. You are therefore requested to kindly accept my absence yesterday. I hope you would consider my absence sympathetically. I will appreciate you for this act.

Sincerely,

Your Name

Title