Date   
Name of Addressee and designation   
Address

Dear Mr./Ms. [X]

I am writing this letter to inform about my sudden absence at the meeting. The reason for the absence is that just before the meeting I received a call that my mother was being taken to the hospital and I had to leave office in rush.

I am aware of the inconvenience my absence has caused. I have been briefed on the meeting minutes by Mr./Ms. [X] and have discussed the tasks that are to be completed by me.

Please let me know if you need any further information. Thank you for your understanding.

Sincerely,

[Your Name]