Subject: Excuse from meeting

Dear Sir,

I am sorry and want to express my feelings of apology in front of you because I did not attend the company managers' meeting held on 14-04-20XX. I had no idea that in my absence, you will be asked several questions about my work.

Being a responsible manager, I had to be there but an hour before the meeting, I received a call from my son’s school head that he involved in a fighting incident with a group and as a result, he received many serious injuries. I did not think anything at that time except for my son’s life. Although his mother could have attended him you know it required rapid decision-making power at that time and I thought myself as the best option. Consequently, I ran towards the hospital. When I got myself free from the hospital’s formalities, meeting time had passed. He is fine now and out of danger.

I request you to pardon me for this act. All of it was so sudden that I could not attend the meeting. But at the same time, I am eager to know about the new policies of the company. So, please arrange a separate meeting for me if possible. I hope our association will not be affected at all owing to this act.

I hope again that you will accept my excuse.

Yours sincerely

Anderson  
Assistant Manager of Stars Marketing Company  
Michigan, USA.  
15-04-20XX