Subject: Excuse from meeting

Dear Sir,

I am sending this email to you to submit my excuse for the act of negligence that I did. I admit that I received your email about meeting well before time. Just one and a half an hour before the meeting, I received a call from Brooke’s Hospital, Michigan that my first cousin, named John, was severely injured in an accident and admitted to the hospital. He is living all alone in this city without his family. I was the only person at that time who could be contacted. So, without wasting any time, I rushed towards the hospital. On seeing his condition, I did not dare to leave him alone there since he got severe head injuries and he is still in the comma.

He needed complete attention and care at that time, so I stayed with him until his family members arrived there. It was due to the above-mentioned problem that I did not attend the meeting though I was informed earlier.

I know how important it was to attend the meeting, but I am highly regretful for not being there. I would not have even thought about missing this meeting if this problem had not occurred. I am hopeful that you will understand the delicate nature of the problem and accept my excuse.

Thanking you in anticipation.

Yours sincerely,

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