Meghan Stephen  
85 Abingdon Road, Bransford Bridge  
Worcester WR6 5JL, UK

17th April 20XX

The General Manager  
Sartre Groups  
345k-90QE Rosberg Skyers   
Worcester, UK

Re. An Excuse for Being Absent from Work due to Car Crash

Dear Sir,

I am a co-assistant designer in your company. On 5th April, while I was on my way back home from the office, I met a serious car accident. My car fell into a ditch after the collision and I, somehow, survived. I had severe injuries on my back and left leg. My rib cage was also badly affected. I was unconscious and taken to the nearby hospital. I remained in the Intense Care Unit for five days and then after five days, I was shifted to the common ward. My family came to know about the accident after six days of the happening as they were not in the country. I remained hospitalized for more than ten days and then shifted home with strict advice and instructions.

My cell phone was crushed in the accident and I lost my contacts and emails. I had no connections in the town as I had shifted here recently. I called one friend but could not connect with him due to certain reasons. Pertaining to the conditions, I could not inform in the office about my short break from the work.

Now when I am able to communicate and move a bit, I informed the office about what had happened. I came to know that company has suspended me for one month and has inflicted a heavy fine of $500/- on me on my return. Dear Sir, as I have explained above what I was into, I hope you will take the decision back and empathize with my loss. I expect my company to coordinate with me in this hour of need by assisting me financially and morally.

I am waiting for the kind response.

Sincerely

(Signature)