To,

[Recipient Name]

Date

I am writing to apologize for my absence from work on the 15th and 16th of January. As I had already informed the manager, I had another asthma attack.

My condition gets worse during the chilly season. I have frequent episodes of severe chest congestion and breathing difficulty due to exposure to the cold. This is the reason why I have been missing work on and off since December.

I request for your cooperation. I am trying to make up for the missed work to the best of my abilities. Your kindness shall be highly appreciated.

Waiting for your approval.

Sincerely,

[You Name]