Subject: Email to head to excuse from training

Dear Sir,

I hope you will be enjoying good health. Yesterday, I received an email about my training on office management skills that is going to be held from 22-04-20XX to 26-04-20XX. I am sending you this email to submit my excuse for training. Owing to some circumstances beyond my control, I am not able to attend this training session despite knowing the fact of how important this training is for me. Considering this training, I know I will be missing out on some valuable information and how terrible it will affect my performance and how unprofessional I will be looked by you. I am aware of the pain and disappointment that you will be feeling in my absence because you had nominated me for this training.

I was caught up in a sympathetic condition the day before yesterday. [Write the possible reason]. If in this condition, I participate in a training session, it will affect me negatively as I will not be able to focus on concerning things.

I have talked to the HR department and they promised me to adjust me in an upcoming training session after one month in case if you allow me. I have also attached a copy of the report as proof. Please accept my excuse and allow me to join the next training session in the upcoming month.

Thanking you in anticipation.

Yours affectionately,

Anderson.

15-04-20XX