Subject: Email to head to excuse from training.

Dear Sir,

I am very thankful to you for providing me an opportunity to enhance my administrative skills through the training. Yesterday, I received your email describing the schedule of training which is going to be held from 22-04-20XX to 25-04-20XX. I became excited about knowing the fact that you have nominated me for this fabulous opportunity. But these moments of happiness could not last too long. Soon after I receive your email, I came to know that I will not be able to avail of this opportunity. I had told you earlier that my wife was expecting and about to deliver. Yesterday, in the evening, I took my wife to the doctor for a monthly check-up. She told us after check-up that the delivery date is just about to come. I was mixed with surprise and shock situation when I came to know that it was 22-04-20XX, the day when my training is scheduled to be held.

I was not expecting the training and my wife’s delivery on the same date. Now, in this situation, I am to opt for one thing, and I will go with my wife’s delivery. I have to be there to cope with any emergency if it occurs. Please consider my email as an excuse for training. At the same time, I submit my apology for not attending the training. I can understand the level of pain and embarrassment which you will be feeling in my absence, but you also know such circumstances are beyond the control of man. One can do nothing but accept God’s decision.

I hope you will accept my excuse and shift me to the next training batch.

Yours Sincerely,

Anderson.

16-04-20XX