Olivia Bistrie  
9 3rd Rd. East Haven, CT 06512  
New Haven County, US

17th April 20XX

Mrs. Kate  
Zinble Agencies  
93-a Zinble Tech Tower  
New Haven County, US

Re. A Piece of Excuse for Being Absent from Work due to Death

Dear Kate,

I am working in your agency as a finance manager. In the recent past, I was absent from the office without informing the company for three days. My phone was not with me so I couldn’t inform the office. My maternal aunt who looked after me whole my childhood, suddenly, expired in a car accident.

Kate, she was very dear to me as she brought me up and made me who I am today. I was very much saddened after hearing the news of her death. My husband was out of town due to his business meetings and I was all alone and severely depressed in this situation. My aunt hails from Orlando which is almost 1200 miles from my place and takes almost eighteen hours of drive. It all was so fulminant that I couldn’t get a flight from any airline.

Now, when I am back to work, I came to know from your assistant that I have been suspended from the job for one week. I was shocked and jolted hearing this as it was entirely unexpected. I am here to explain my absence and appeal to you to consider the rationality behind my three-day absence without notifying. I have been informed about the one-week suspension of my job telling that I shall not receive any payment of that one week. I request you, Kate, as I am already going through serious financial strain and depression due to the death of my closed one.

I want you to reconsider my suspension orders, please. I’d be very grateful to you if you empathize with my current situation and refute my suspension orders. I promise you to never repeat this act.

Looking forward to the refute of my suspension

Sincerely

(Signature)