Date: May 20,20XX

To

(Receiver’s Name)  
(Position)  
(Name of the organization)  
(Address)

Dear Sir/ Madam,

I am aware that the company has held an annual conference in the coming week. I know that this conference is of extreme importance for the company and the participation of every employee is mandatory. I was fully prepared for this conference and was quite excited about it. I had completed my assigned tasks before the deadline. But I am writing this with great regret that I will not be able to attend this conference.

I apologize to you in advance for this inconvenience. But I am suffering from severe medical condition and doctors have instructed me to take complete bed rest. I have talked with my colleague and he will present my part of the presentation and there would be no disturbance in the conference because of my absence.

Kindly accept my apology for not being able to attend the conference. I hope that you would understand me in this situation od delicacy.

Sincerely,

[Your Name]