23-05-20XX

Corey Anderson  
CEO Stars Marketing,  
Hide Park Michigan.

Dear Sir,

I am regretfully writing this letter to submit my excuse because I did not attend the seminar which was held yesterday. My fellow informed me about your displeasure caused by my absence. I know that it was an important event due to the presence of internationally recognized speakers from renowned companies. I was unfortunate in terms of not attending the seminar because we were supposed to learn new office management skills by means of great representatives. It was my utmost desire to participate in this event of great prestige and I had never thought of missing it. But then, due to some unavoidable circumstances, it was not possible for me to attend the seminar.

I was getting ready for the seminar yesterday. Suddenly, my wife started crying loudly. On asking her, she informed me about the sad news of my grandmother’s death who was living in New York. I was just shocked to listen to this and went out of my senses. At that time, instead of participating in the seminar, I thought it necessary to leave for New York in order to attend her funeral ceremony. Doing so, I had completely forgotten to inform you or any colleague which was a big mistake on my part.

I am a responsible employee and always keen to learn new management skills but due to the sad demise of my grandmother, I could not make it happen. Keeping in view my interest, I request you to include my name in the next batch of employees who will attend the seminar. I shall be very thankful to you.

Regards,

Damien Fleming