23-05-20XX

Corey Anderson  
CEO Stars Marketing,  
Hide Park Michigan.

Dear Sir,

I would like to say thanks for inviting me to the upcoming seminar on the 1st of June, 20XX to present my research findings in its introductory session. I was very excited to be honored by your reputed and internationally recognized organization. I was preparing my papers a few days ago when I had to withdraw my preparation. I am hereby informing you regretfully that I will not be able to participate in the seminar due to a medical emergency.

It was three days ago when I felt a sudden pain in my leg. Within one hour, it spread in all directions, and then I was taken to hospital emergency for treatment. After a detailed medical examination, the doctor suggested I must complete the medical rest for one month. I am very sorry for being absent from the seminar as my health condition is not completely normal.

I am also an employee and aware of the embarrassment you may feel in my absence. Therefore, keeping in view the whole situation, my colleague can present my part of the presentation, or I may be available through a video link. It’s up to you how to accommodate me in the seminar. I once again say thanks for inviting me.

Regards,

Steve Waugh