Jacob Coco  
8877 Howard Street, Michigan City,  
IN 46360, Great Lakes, USA

17th April 20XX

The CEO  
Titan Eagle Groups and Co.  
277-Eagle Heights

Re. An Excuse for Being Absent due to Funeral

Dear Sir,

It is submitted to your kind attention that I am Project Alliance Assistant in your company. I have been a regular and punctual worker from the day I joined. My profile can indicate the reverend authorities that I have been efficient and laborious throughout. I remained absent from the office for two days and could not inform you of the work. My grandfather passed away two days before and he was one of the closest ones around. It was saddening for all my family members.

He had a heart attack and died of it. After hospitalization, he was brought to his native town, Westminster, Vermont, for his funeral prayer and rituals. The late had his will to be buried in his Native area as he had a greater attachment and childhood memories with the town.

Due to this long process of taking the dead from the hospital to far-flung native area and performing his funeral and pre-burial rituals, I could not take a moment to inform the office about my absence. It was more sadness than negligence at my side. It took me another day to line up things after the funeral day.

When I came back to work, I was informed about your unexpected visit to the zone on the same day I was absent. Further, the admin told me that you were very angry at my absence as I was given a significant project to work upon. Considering my uninformed absence, you directed the manager to take that project from me and give it to Robert Jim. Sir, this project has a significant and meaningful role in my career’s luminosity.

Sir, as I have explained you the nerve –wracking scenario at my side and I hope, it rationalizes, I seek pardon from you and hope you will give me a chance to be grateful to you.

Thank you.

Sincerely

(Signature)