Mukesh Raj  
90-A Steward Hawks  
IN 90234 WC, US

17th April 20XX

The General Manager  
Oberlo Groups and Co  
1289-K Razaak Heights  
WC, US

Re. An Excuse for Being Absent due to Toothache

Dear Sir,

The Purpose of penning to you here is to inform you about my absence from 18th April 20XX to 20th April 20XX. I am working in your company as a consultant. The designation I am working on does not bear any kind of negligence, and even one day off to work can lead to greater gaps.

The reason for my absence is my long-term toothache. I have consulted a dentist who has recommended me to another doctor in Township as I have got certain oral infections too. On the doctor’s recommendation, I have got an appointment for my tooth examination. For that, I have to go through certain tests of oral infection. The doctor has also warned me about the serious condition as its worsening can lead to other complexities making surgery compulsive.

Sir, I know I am working on a very important project which is a milestone for the company’s career. I have given some instructive advice to Mr. Joe who will be working for me during my absence and will take charge at my place for two days. For more, I shall be available for the company’s queries for the project and shall stay at an email or a call away. I make you another request to reschedule the meetings from 18th April 20XX to 20th April 20XX or schedule online meetings if feasible for all.

Doctor’s prescribed recommendation has been attached to the letter to certify. Moreover, I assure you that I shall be back in the office on 21st April 20XX. I affirm that all the holding tasks pertaining to the project will be completed and accomplished at the given dates.

I shall be very grateful if you excuse me for three days from work.

Sincerely

(Signature)