Date

To

[Recipient Nam]  
[Company Name]  
Re. Excuse Letter for Absence due to Insomnia

Dear Sir,

It is stated that I am the Assistant Chief Designer in your company. I am writing this letter to seek your pardon for my absence on 19th May 20XX, which was an important day for my presence. I came to know that the company was having some Turkish clients and there was a great deal to be decided to bind a contract with them.

Sir, my absence was because of insomnia. I had been having symptoms of acute insomnia which got worse due to my negligence and carefree attitude towards my health. I got severe headaches and stress due to insomnia which led me to seek professional advice.

The problem was affecting directly my working capabilities, stamina, and work quality. I went to the doctor who prescribed me certain medications. Every dose of the medicine was loaded with the dizziness and slumber. I could not inform the office administration for which I am regretful, but it was completely unconsciously done.

The disease has affected me worsening working anxiety, stress, and mental depression. The doctor has advised me to stay relax and keep tracking my working and other habits. After discussing with my physician, I hope that the problem will not prevail long and will resolve soon.

I assure you to go through what has been missed due to my absence and review the contract done with Turkish clients. I seek your kind attention to this matter and pardon my absence keeping in view the situation.

Thank you.

Sincerely

(Signature)