To

[Recipient Name]  
[Company Name]

Re. Excuse from Meeting

Dear Alison,

I am Stephen Shekel and I work as a graphic designer in your company. I hope you are doing great. I aim to excuse my presence from tomorrow’s meeting with the Turkish clients. My father had a heart problem last night and he is admitted to the ICU of the XYZ Cardiology Center, Brooklyn. He is in serious threat of life which is at stake as he had been suffering from some other ailments too. I am greatly worried about him. I know my presence has a vital role in tomorrow’s meeting as I had been working on the presentation of the contract from the last week. Alison, you must be sure about my excitement and dedication to work on this contract. I wish I could be there to present but I regret to say that I can’t.

Further, to avoid any inconvenience, I have asked Mr. Reza Meezo, the Assistant, to present the points of this presentation and I also have sent him all the data regarding this presentation. He is also willing to work upon this and hopes very well. I will be grateful if you, please, excuse my absence and let Mr. Meezo do in my replacement.

Thank you.

Regards

Stephen Shekel  
Graphic Designer, CLM Groups.  
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