To

[Recipient Name]  
[Company Name]

Re. Excuse from Absence from Meeting

Dear Hegel,

I hope that you are doing well. I am suffering from a sore throat which is worst at the moment. Due to this severity of bad throat, I am having a mild fever and body pains. Due to this, I am unable to attend tomorrow’s meeting with Mrs. Khawaja from India. I know that it is a very salient meeting to get everything documented. My prime designation in the company also stipulates that I should be presentin the meeting but as I am even unable to speak. I shall be very grateful to you if you kindly excuse my absence from the meeting and approve my one day leave too.

My contact number is [X]. I am waiting for your kind response.

Regards

Neil Stark  
Group C9, Maskell Groups, and Co.  
New York, USA