19 July 20XX

Martin Steward  
Manager  
XYZ Company  
786 Main St.  
New York, WA 5555

Dear Mr. Steward,

I hope that you are doing well and will be fine. I am Julia Marlin working as an area manager in XYZ Company for the past six years. I am writing this letter to you to submit my sincere apology related to my absence that was on 2-07-20XX. I had not planned to be absent on that day. On 1-07-20XX as I returned from office to home, I received an invitation letter from my daughter’s school regarding sports function. My daughter has also taken participated in the games and it was her heartiest wish that I must go with her to attend this function. It all happened so suddenly that I could not inform you and I forgot that there was our meeting with ABC Agencies that day and due to my negligence, we lost a valuable client.

I am ashamed for not informing you well before time and ask for an apology for what I have done. I guarantee you that I will not do this kind of action again and this was for the very first time since my joining that I took uninformed leave. Moreover, I will compensate for the work of that day by spending extra hours on the weekend.

Keeping in view above mentioned circumstance, I hope that you will understand me and will give a kind consideration to my request for an apology. If you want more explanation, I am here to provide all. I am waiting for a positive response from you.

Regards,

Julia Marlin