19 July 20XX  
The Manager  
XYZ Firm  
Edward King  
56-789 Street

Washington, WE 234  
(1111) 2345-666

Dear Mr. King,

I would like to indicate my profound regret for not being present on my duty line on 12-07-20XX without giving you prior notice. The reason for this was that I was at the party that was organized by my family members to celebrate my wedding anniversary. I was so much tired after attending the party that I could not get up timely the next morning to come to the office. I submissively apologize for what I have done. I know this thing that this attitude of mine was inappropriate, disrespectful, and ill-mannered. It marked my personality as the person who is lacking professionalism while you expect your employees to be professional and to demonstrate some ethical manners.

Although I knew well the importance of remaining present that day on duty, I could not do anything to sort out this. I am apologetic now for my involuntary absence and I assure you now that for next I will take proper measures to not let any such adversity. Kindly let me know that what else can be done to corroborate you and the company that I respect my position on the aforesaid post and I will not let any such incident occur again that will ruin the name of the company. I am sorry once again for not being able to come to the office that day. I hope that you will give a kind consideration to my apology.

Regards,

Mike Dorthy