Date

Name  
Address

Dear Mr. Jonathan,

I am writing this excuse letter for my absence on 5th August 20XX.

It was my birthday on 5th August, and my family and friends planned a surprise party for me. They all came at midnight to celebrate my birthday and stayed till 5 a.m. Although I had intended to come to work, as I slept after 5 a.m., I could not wake up till late.

I know this is a personal excuse and may not be acceptable for being absent. I apologize for my unprofessional behavior, and I ensure that nothing of the sort will be repeated. I am truly sorry and request you to excuse my absence this time.

Looking for a positive response.

Regards,

Sarah James.