[Company Name]  
[Address]

Re. Absence Excuse due to Family Engagement on 23-01-XX

Dear Madam,

This is Edmund Luc, the Graphic Designer from the IT Department of P&2G organization of IT and Web Development. I have composed this letter to you to excuse my absence from the office on 23-01-XX. On 23rd January 20XX, the company had a meeting with an Arabian client on web development and website content. The meeting was held to introduce our perspective to the new Arabian clients who wanted our company to design graphics for them and handle their website after giving it an update and rebuilt design.

The meeting dates mixed in my mind and I confused the date of 23-01-20XX with 23-02-20XX. I had a few technical issues with my mailbox and thus I could not get the latest notification. Staying in this misunderstanding I took an off from the office on the same day i.e.,23-01-20XX for a family engagement. I had to stay with my wife because she was not feeling well as it is her third trimester. I could not inform my absence in the office and could not take the calls from the office.

Madam, I understand the dedication and honesty of work needed to work at a designation that I keep. I am working here for two years and not once I let my supervisor down. I excuse my absence from such an important event. I request you to forward a mail to the HR department to not make any deductions from my project payment. I shall be very grateful. I close my letter with this assurance that I will take care of it next and will not repeat it again. Thank you.

Regards

Edmund Luc  
Graphic Designer  
Public and Galileo Graham Organizations of IT and Web Development  
23-P Star Heights, New York, New York, USA