**To**

**[The Recipient]  
[Designation]**

**Re. Showing Cause to the Negligence in the Project Management of the Project [NAME]**

Dear Sir, this letter has been penned to serve as a show-cause letter. The letter has been written about the negligence in the office work. I received your letter asking me to show a cause for the negligence in the project management regarding project no. (#). Thus, the following are the reasons that impeded my working routine, focus, and productivity.

I have been dedicated and very professional towards my work. I have always prioritized my work over every other thing but my working capacity was reduced due to some unavoidable circumstances in my personal life. My child got seriously ill which took all my attention and focus. I could not pay much attention to the work and always had my child’s illness in my mind. My child, who is a three years boy, was diagnosed with a severe Urinary Tract Infection (UTI). He was suffering from severe pain in this UT which impeded all my life activities as I was not able to take my mind to anything other than my child’s illness.

Severe pain and infection caused him high fever which intensified his illness and weakness. Doctors prescribed a laser treatment for the infection which was much costly. Therefore, my worries were worsened by the financial crunch and the pain of my kid.

Having all this said, I assure you to not mix my private and professional life and keep things on track. I apologize for the inconvenience and loss caused by negligence, thus, I would do my best to straighten my focus and stay professional with my work. Please let me know if I need to follow up any further. Thank you for providing me a chance to explain and show the cause behind my negligence at work. Thank you.

Regards

[Your Name]  
[Designation]

**Date:**