Dear Mr. [name]

I [name] from [department name] am writing to you to explain my absence from work on [date]. Sir on the night of [date] my father had a heart attack we took him to the hospital where the doctor suggested an emergency angiography. My entire day was spent running around arranging medicines and consulting doctors. I was so stressed out that I didn’t even remember to inform the office about the whole situation.

I want to apologize for the inconvenience my absence caused everyone but the situation that arose was so unpredictable that I was caught unaware. However, in the future, I would duly inform the office in case of any family emergency and hopefully, there wouldn’t be any trouble at work.

Looking forward to your understanding and cooperation in a difficult time,

Yours sincerely,

[Name]  
[Designation]  
[Department]