Date:

To: Recipient’s name

From: Sender’s name

Company’s name:

**Subject: Explanation letter on being absent**

Respected Sir,

I am writing this letter to let you know that I could not show up at the workplace on 24th May 2022 because of an emergency. I was on my way to the office when I got a call from the hospital. I was informed that one of my very good friends had an accident in the early morning and he is in critical condition.

I was so devastated to hear that news and quickly rushed to the city hospital where he was taken right after the accident. He was in the ICU and need of a blood transfusion. I had to arrange blood for him and medicine.

During all this time, I was so worried that I forgot to check my phone. Due to this, I could not come to the office and inform anyone about my absence.

It was very important for me to be with my friend as he was very close to death. I hope that you can understand what I must have been through. I still apologize for not checking my phone and contacting anyone. I know I caused inconvenience to lots of people. Please accept my apologies. I assure you that this will not happen again.

Thank you so much for your support and cooperation. Looking forward to your kind response.

Regards,

Name of the sender

Signatures

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