

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Judge's Name],

I am writing to formally apologize for my absence at the court hearing scheduled on [Date of Hearing] regarding [Case Number/Name]. Unfortunately, due to unexpected work obligations that arose, I was unable to attend.

On that day, my employer required my presence for a critical project deadline, which could not be postponed. I understand the importance of the court proceedings and I assure you that my absence was not taken lightly.

I respect the court's time and authority, and I would like to request an opportunity to reschedule or attend a subsequent hearing to address the matters at hand.

Thank you for your understanding. I look forward to your kind consideration.

Sincerely,

[Your Name]