

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to explain the unforeseen circumstances that have impacted my ability to [state the issue, e.g., meet a deadline, attend a meeting, etc.]. On [insert date], I was faced with [briefly describe the unforeseen circumstance, e.g., a sudden illness, an emergency situation, etc.], which was beyond my control.

Due to this unexpected situation, I was unable to [mention what you were unable to do, e.g., submit my report, attend the scheduled meeting, etc.]. I understand the importance of [mention the responsibility] and sincerely apologize for any inconvenience this may have caused.

I am taking steps to rectify the situation and ensure that this does not happen again in the future. I hope you can understand my position, and I appreciate your consideration of my circumstances.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]