

Letter of Explanation for Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain my absence from the [specific appointment, e.g., "meeting on October 15th"] due to [brief reason, e.g., "a sudden medical emergency"].

I sincerely apologize for not being able to attend and for any inconvenience this may have caused. I value our relationship and am committed to staying updated on what I missed during the appointment. I would appreciate any materials or notes that were shared during that time.

Thank you for your understanding. I look forward to reconnecting and discussing any important points that were covered.

Warm regards,

[Your Name]