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# Excuse Letter for Absent

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[Your Full Name]

[Your Address]

[City, State, ZIP]

[Date]

[Recipient's Name]

[Company/School's Name]

[Address]

[City, State, ZIP]

**Dear [Recipient's Name],**

Please accept this letter as formal notification of my absence on [Date or Dates of Absence]. Due to unforeseen circumstances, I was unable to attend [School/Work] as I had to address an urgent matter that requires my presence.

I am aware of the responsibilities I missed during my absence and am fully prepared to work with my peers and supervisors to ensure that all my obligations are met promptly. I have already begun to address the backlog of work and coordinate with my team to update myself on any developments I missed.

Thank you for your understanding and support. Please let me know if any further documentation is needed regarding my absence.

**Best regards,**

**[Your Full Name]**

**[Your Contact Information]**