

*Dear [Recipient],*

I am writing to explain my absence from [work, school, or other obligation] on [date(s)] and to provide any necessary documentation or evidence to support my explanation.

[Provide a brief explanation for your absence, such as a medical issue, a family emergency, or any other circumstance that kept you from attending the obligation.]

I understand that my absence may have caused inconvenience for you and for others, and I apologize for any negative impact that it may have caused. Please know that I did my best to notify [supervisor, teacher, or other relevant person] as soon as possible and to make up for any missed work or assignments.

[If applicable, attach any relevant documentation or evidence to support your explanation, such as a doctor's note or a letter from a family member.]

Thank you for your understanding in this matter. If you have any questions or require any further information, please do not hesitate to contact me.

Sincerely,

*[Your Name]*