Dear Mr. Brown,

I am writing to send to you my sincerest apologies for the absences I have occurred during the period of 16 August 2009 up to the 20th of the said month and year. My sister was rushed to the hospital due to hypertension and there was nobody except me to take care of her children. The nanny went away for a vacation and she could not be contacted in any way, so I deemed it necessary to take full responsibility of my nieces and nephews.

I apologize for not being able to notify you earlier of the said absence. Rest assured that this would never happen again. I will also try my best to catch up with all the unfinished work I have left.

Thank you so much for taking your time to read this letter. I hope for your utmost consideration regarding this matter. May you always be successful and prosperous in all your undertakings.

Sincerely,

Allison St. Claire

Customer Service Representative