[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am documenting this letter to bring the cause of my absence from work on 23rd and 24th January into your knowledge. I got flu and struck with fever. I was on antibiotics and some of them were sedative which left me lethargic whole day. In this situation, I was unable to come to the office and perform the official tasks.

I sincerely offer my apologies for the inconvenience. Kindly let me know if I can compensate the loss in any way possible.

I would willingly provide any further information you require in this matter.

Jessie