[Your Name]

[Street Address, City, ST Zip Code] | [Telephone] | [Email]

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

I regret to inform you that I will be unable to attend the office today owing to a family emergency. However, I am available through email and will be working from home.

I will mail the requested price quotes to the XYZ client today. As soon as I receive the order list, I will fax Mr. John.

I seek your cooperation and thank you for your kindness.

Sincerely,

[Your Name]