2 March 2020

Steward Marlow  
Manger XYZ Organization  
New York, Street 234

Dear Mr. Marlow,

I am Sylvia Dickens and working in your company as an assistant food director for the last five years. You have assigned me a presentation to present in the meeting that was going to be held in the coming week. Before taking this task, I had forgotten to inform you that there is my husband’s tumor surgery on that day. Being his wife it’s my duty to be with him in this difficult time and that’s more important to me.

I know that this presentation keeps an important place in the meeting because all project-related details had to be described in it. If you remember I had been taking off on every coming day since last month and the reason behind this was my husband’s bad health. I had to take care of his every small thing, from taking the washroom to cleaning him. The tumor has weakened his immune system.

Keeping in view the above-mentioned circumstances I hope that you will understand my position well. I am feeling very much sorry for not being able to attend the meeting. If I did not have to go for his tumor’s surgery, then definitely I could attend the meeting. I would be very thankful to you if you give me this favor. Thanking you in anticipation.

Regards,

Sylvia Dickens