2 March 2020  
John Albert  
Manger ABC Organization  
New York, Street 3456  
  
Dear Mr. Albert,

I hope that you will be fine. I am working as an assistant food director in [XYZ Company]. The purpose of writing this letter is to inform you that I cannot attend the meeting that is going to be held on the 5th of this month. I thought to inform you about this before the meeting so you may not accuse me latter for not attending it. The reason for my not attending it is the illness of my mother and I have to take her to the doctor that day.

As you know that I had taken leave of seven days last month due to a slight paralysis attack of my mother. Now her condition is getting serious and she cannot even walk and stand on her own due to this. She is getting weaker day by day. I must take her to another city on 5th March and have booked an appointment with Dr. Helen, the renowned doctor of the city XYZ. I am the only caretaker of her and have no helper at home who can assist her in taking to the doctor. Being a son, it is my first and foremost duty to take care of her.

I am so sorry for not being able to attend the meeting. I knew this thing very well that this keeps greater importance regarding the company’s progress, and I am the head of the project team that is going to be presented in that meeting but due to all this I cannot attend it.

I have given all the details to Miss Austen regarding the project and can handle it well now. I hope that you will give me a favor and will understand my position well and I am so sorry for not being able to attend it. Thanking you in anticipation.

Regards,

Edward Luther