**To**

**[The Recipient Name]  
[Designation]**

**Re. Apology for Absence in the Meeting due to Sickness on [DATE]**

Dear [NAME],

The letter has been written to explain my absence from the meeting that was scheduled on [DATE]. I am writing to inform the reason behind my absence and my readiness to compensate if any problem is caused by it.

Sir, I have been very sick since [DAY] which has impacted my work immensely. I am seeking medical help and getting all the required treatment, but it is advised to me to take proper rest for [X] days and do not stress over it. On the day of the meeting, I was sick and could not make it to the office. Moreover, I apologize for not informing the office about my absence which was also because of sickness.

Sir, I am suffering from a chronic lymphatic disorder which causes several other medical problems like acute pains in the body, headaches, muscle aches, and a bad stomach because of the steroids and antibiotics being given in the treatment.

Mr. [NAME], my medical advisor and a competent doctor who specializes in lymphatic issues advised me to take rest and continue the treatment. A night before the meeting [DATE], I suffered from severe diarrhea which caused acute weakness and lymphatic contraction. Medical certificates on my health issues have been attached along with different lymphatic examination tests conducted on [DATE] have been attached.

I understand the importance of the meeting as the delegates from [COUNTRY] were part of this and it is not easy to compensate for the absence of a project manager at such an important time. A night before the meeting, I was in the hospital’s emergency ward, therefore, I could not inform the relevant department about my absence (slips enclosed).

I assure you to work harder and indefatigably on this project to compensate for all the time wasted due to personal affairs. Please respond to me at your earliest. I apologize once again. Thank you.

Regards  
[Name]  
[designation]  
[company]