**To**

**[The Recipient Name]  
[Address]**

**Re. Explanation Letter for Being Late on [DATE]**

Dear Sir,

This letter has been penned down to explain the cause of my half absence from office on [DATE]. On the said day, I got severe migraine pain and had to rush for the medication and an intravascular injection to kill the pain. I was ready to leave for the office but had to settle my migraine first which was intense in the morning.

I was sick enough to get an off from the office but the arrival of delegates from [COUNTRY] for the business meeting and proposal submission of the project no. [X] about the [PROJECT]. These two important business engagements made me compelled to attend the office.

Unfortunately, the impulsive pain in my head caused all the waits and ruined many meeting plans. A lot of things did not go the way we had anticipated and have the potential to harm the repute of our organization. I completely understand that my meeting with the delegates was immensely important, but I got late and could not meet the delegates.

To compensate, I have already written an email to the delegation team and expressed my desire to visit them in the near future so that reminiscences of the meeting can be discussed, and other important issues could be brought to the conclusion.

Sir, I regret my late coming to the office, but circumstances made the delay inescapable. I shall be grateful to you if you please respond to my letter. Thank you.

Regards

[Your Name]  
[Address]