**To**

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

**Dear [X],**

**Re. Apologies for not attending the office on [DATE] due to an emergency**

Dear Sir,

I am very much regretful for missing today’s office. It was due to an emergency at my son’s school. On getting that, I completely forgot to inform the office that, I am sure, has caused some inconvenience with the proposal’s deadline. I am writing this to express my deep apologies.

I was totally ready to leave for work when I received a call at my home landline to reach [NAME THE HOSPITAL] as my son had injured his head by striking a pole in the center of the hall. He was running in the play area where he hit the pole and got abrasions on his head. I got extremely worried and panicked over the injury of my 5 years old. I rushed to the hospital with my wife and informing at the office slipped through my mind.

I also failed to keep in mind the proposal deadline. As it was the last day to submit the proposal to the [NAME THE COMPANY], I requested some other teammates to conclude the proposal by working on the introduction paragraph, but it was, unfortunately, not done. I have sent a request email for a short extension on the date of proposal submission to the company and I hope for it. I am back to my work and have hands-on with proposal completion.

I apologize again for all the inconvenience created. I will be conscientious next time to avoid such troubles. Thank you.

Regards,

[NAME]  
[POSITION]  
[COMPANY]