Excuse Letter for Being Absent

To

The Manager,

[Company Name],

[Place]

Sub: Excuse letter for absence.

Dear Sir/Madam,

I apologize for my absence on [date], but unfortunately, my father/mother was rushed to the hospital with severe chest pain. Thankfully, he/she is now safe, but I hope you can understand why I couldn't come into work that day.

I am writing to inform you about my absence from work on [date].

My father/mother suffered severe chest discomfort on that day, and we took him/her to the hospital right away. He/she has been saved since then. Because of my father's/mother's sudden health emergency, I was unable to attend work.

I hope you accept my circumstances and excuse me for missing work.

Thanking you,

Sincerely,

[Your Name],

[Designation],

[Department]