

EXCUSE LETTER

Recipient Name / Title: _____

To Whom It May Concern,

I am writing to formally excuse my absence due to unforeseen circumstances beyond my control. I assure you that this absence was necessary and not taken lightly. I value my commitment and responsibilities, and I understand the importance of attendance. If applicable, I will make every effort to complete any missed work or obligations promptly. I appreciate your understanding in this matter and am willing to provide any additional information or documentation if required.

Reason for Absence:

Duration of Absence:

Contact Information:
Phone / Email: _____

Additional Remarks:

Thank you for your understanding and consideration.

Signature:

Printed Name:

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