[Company Name]  
[Address]

Re. Excuse for the Three-day Absence from 27-01-XX to 29-01-XX  
  
Dear Sir,

I received a letter from the Manager, HR who has directed me to send a show-cause letter for my absence previously from 27-01-XX to 29-01-XX. The reason behind these strict directions is my uninformed absence. Now, I am writing to you to excuse my absence which was due to my sickness.

On 26-01-XX, I fell from the stairs which put me in bed for three consecutive days. While falling from stairs, my phone broke and I was so badly injured that I could not make it possible to write to the office and inform them about my absence. I was in bed and thus I could not make it up to repair my phone or get to inform the office through any other medium.

The Assistant kept me calling for three days which went un-responded and calls were declined as my phone was switched off. As I could get up from the bed, I sent an email to the HR office telling me about this bolt from the blue.

I am writing to show the cause behind my absence which was entirely due to my sickness and sudden fall from stairs. I am writing to request you to direct the HR department to consider these off my medical leave. I shall be very grateful to you if you do me this favor. Please respond to me on [email]. Thank you.

Regards

Luc Row  
The Assistant Designer  
I-Laps, New York  
23-A, G-Sector of Lester Field, New York, New York 54000