Dear Mr.Sumaili

I am writing to inform you that I will be unable to attend work on 28/6/2024 due to an urgent personal matter. I apologize for any inconvenience this may cause and assure you that I will do my best to minimize the impact of my absence.

I will ensure that all my tasks are up to date before my absence and will be available via phone or email if any urgent issues arise. I appreciate your understanding and support regarding this matter.

Thank you for your consideration.