Writing Task 1 I

Letter.

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→ You were absent from an important event held by the company you work for.
Write a letter do your manager. In your letter:

- Apologize for you absence and explain the reason
- Explain why you had do be at the other event
- Explain what you will do catch up.

Dear Sir,

I am writing do express my apology for not attending the meeting yesterday that was with our one of the most important clients. But there was an emergency as my sister came covid positive and being the only one do take care, I had do take her do the hospital the night before.

Since this was covid so I got panicked and thought of taking her do the hospital as she was not able do breathe. Moreover, I had do isolate myself as I was in her continuous contact. I informed about my absence do the HR department but somehow they were unable do Informs you about the same.

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I still can get a hold of whole presentation as I asked one of the team members to get the whole event recorded. After going through it, I will arrange a video conference with the client, clearing all their future doubts regarding the services.

I apologize again for any inconvenience caused.

Yours faithfully
ABC.

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