**DATE: [XX/YY/20XX]**

**To**

**[The Recipient Name]  
[Office Name]**

**Re. Excuse Letter for Absence from Work due to Checkup at [name of the hospital or clinic]**

I was absent on [date] due to my medical checkup the [name of the hospital]. It was very difficult for me to get the appointment there as the doctor whom I needed to consult does not visit the clinic regularly. He is a member of the visiting faculty of the hospital; therefore, he is scheduled to visit the hospital on [day] only. Therefore, I could not come to the office today.

I have had a bad throat and cough for more than one week. It has made my organs exerted and tired due to excessive coughing. In my testing and examination, a chest infection was diagnosed. Moreover, the doctors were scared as it could be Covid-19 too. Therefore, I had to give it one full day and get all the tests and X-Ray done. My appointment was at 11 AM but it got delayed due to other reasons at the hospital.

I have attached my doctor’s prescription and the hospital’s invoice. I understand that my last day’s absence from work caused a lot of inconvenience for the latest project management team. Please review my reports and send me your response at the same email address.

I informed the human resources for one-day leave from work due to the checkup. However, I heard that the Assistant HR was also on leave yesterday.

Please accept my excuse from work on the said day.

Thank you.

[Your Name & Other Details]