

MAIL TO SELF

Your address

Today's Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I am grateful to you for covering up for my absence at last night's party. Thank you for understanding my situation and answering everyone. I was all set to come for the party but a sudden meeting got scheduled for this morning and I had some presentations to make before the meeting. I had to work until morning to complete all the presentations and then had to reach the office to attend the meeting.

I am glad to inform you that my meeting went well. Thanks for answering everyone about the reason for my absence. Thank you so much for understanding. I promise I will make up for last night and assure you that I will attend the next function for sure.

Yours Lovingly,

_____ (Sender's Name)

We hope you found this article to be useful. Go ahead and send your thank you for understanding letter now!