

Read the following information.

You have an important meeting at work tomorrow. However, you are sick and will not be able to go.

Write an email to your boss in about 150-200. Your email should do the following things:

- Say what time the meeting is and what the meeting is about.
- Say sorry for not going to the meeting and why you cannot attend.
- Ask to change the meeting day and suggest a time.

Sample Response

Hi Dan,

I am writing about the meeting tomorrow at 3 pm. This meeting is about finalizing the seating chart for new employees. We were also going to look into whether we need to order new desks and chairs to accommodate everyone. I was going to report on the total number of new hires based on figures from all of the department heads.

I am really sorry, but I won't be able to attend this meeting. I know that we all agreed that we wanted to get the details of the new seating chart resolved as soon as possible. However, I have a pretty bad stomach flu and it's just not going to be possible for me to come in to work tomorrow.

If at all possible, could we change the meeting day to Friday at 3 pm? There are a few important things I would like to mention about the seating chart, so I think it would be better if I'm part of the discussion. I would really appreciate it if we could wait until Friday afternoon as that would give me enough time to recover from this stomach flu.

Sorry again for the inconvenience.

Steve