

Roswell E. Acabo

Brgy. 180 Little baguio st.

Caloocan City, 1400.

April 3, 2025

Dear Ms. Pascual,

I hope you are doing well. I am writing to formally inform you of my absence last Thursday March 26, 2025 due to fever and persistent coughing. I was not feeling well last time and that is why I could not go to our first meeting. I did not see the doctor because of financial issues as well but my fever is gone and my extensive coughing lessen. I sincerely apologize for any inconvenience this may have caused and truly appreciate your understanding.

If there are any tasks or requirements I need to complete upon my return, please let me know. I am willing to make up for any missed work.

Thank you for your time and consideration. I appreciate your understanding and support.

Sincerely,

Rosswell E. Acabo