

Apology for Missing Board Meeting

Date: [Insert Date]

To: [Recipient's Name]

Board of Directors

[Company's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the board meeting on [insert date]. I regret not being able to attend and participate in the important discussions and decisions made during this time.

Unfortunately, [brief explanation of the reason for absence, e.g., personal emergency, scheduling conflict]. I understand the significance of my presence and the impact it has on the team.

To ensure that I stay updated, I would appreciate it if you could share any key points and decisions made during the meeting. Additionally, I am committed to making up for my absence and would be grateful for any opportunity to discuss my contributions moving forward.

Thank you for your understanding. I look forward to our next meeting and will do my utmost to avoid any similar issues in the future.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]