

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my inability to attend the meeting scheduled on [Date] at [Time]. I deeply value your time and understand the importance of our discussions.

Unfortunately, [brief explanation of the reason for absence]. I regret any inconvenience my absence may have caused and assure you that it was not my intention to disregard the meeting's significance.

I appreciate your understanding and would be grateful for any updates or notes from the meeting. I look forward to continuing our collaboration and hope to catch up soon.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]