

Apology for Missing Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the meeting on [Date]. I regret any inconvenience my absence may have caused and understand the importance of your time.

Unfortunately, [brief explanation of the reason, e.g., personal obligations, unforeseen circumstances], which prevented me from participating. I value our collaboration and am committed to staying informed about the topics discussed.

I would greatly appreciate any notes or key points from the meeting, and I look forward to contributing to the next discussion. Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]