

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not attending the meeting scheduled on [Date] regarding [Meeting Topic]. I regret that I overlooked the invitation, and I understand the importance of the discussions held during that time.

It was not my intention to disregard the significance of the meeting or the contributions of the team. I value our collaboration and appreciate everyone's efforts in working towards our common goals. I take full responsibility for this oversight and assure you that I will be more vigilant in the future.

If possible, I would greatly appreciate a summary of what was discussed and any key decisions made during the meeting. I am committed to staying informed and contributing effectively to our projects.

Thank you for your understanding, and I apologize once again for any inconvenience my absence may have caused.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]