

Letter of Explanation for Absence

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence from the [specific meeting name] held on [date of the meeting]. Unfortunately, I was unable to attend due to [briefly explain the reason, e.g., a medical emergency, prior commitment, etc.].

I understand the importance of the meeting and regret any inconvenience my absence may have caused. I am committed to staying updated on the discussions and decisions made during the meeting. If possible, I would greatly appreciate it if you could share any relevant notes or outcomes.

Thank you for your understanding. I look forward to contributing to future meetings.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]