

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend the meeting scheduled for [date and time] due to [brief reason for absence].

I regret any inconvenience this may cause and assure you that I value our discussions and collaborations greatly. I would appreciate it if you could share any key points or decisions made during the meeting, so I can stay informed.

Thank you for your understanding. I look forward to our next meeting and continuing our work together.

Sincerely,

[Your Name]

[Your Position]