

Date: [Insert Date]

To: [Recipient's Name]

Subject: Apology for Missing Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence in the meeting scheduled on [Insert Date] at [Insert Time]. I regret not being able to inform you in advance of my inability to attend.

Unfortunately, [brief explanation of the reason for missing the meeting, e.g., a last-minute emergency, personal matters]. I understand that my absence may have caused inconvenience, and for that, I am truly sorry.

I value our partnership and the discussions we would have had during the meeting. I am committed to staying updated and would appreciate any key points or decisions made during that time. I would also be grateful if we could arrange a follow-up meeting to discuss the matters further.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]