

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my frequent absences from our training sessions over the past few weeks. I understand the importance of consistency and participation in our training program, and I regret any inconvenience my absences may have caused.

Unfortunately, [brief explanation of the reason for absences, e.g., personal challenges, health issues]. I want to assure you that I am committed to improving my situation and will make every effort to attend future sessions.

Thank you for your understanding and support. I appreciate the opportunity to be part of this program and look forward to re-engaging with you and the rest of the team.

Sincerely,
[Your Name]
[Your Contact Information]