

Subject: Acknowledgment of Missing Team Meeting

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to formally acknowledge that I was unable to attend the team meeting scheduled on [Date] at [Time].

I apologize for my absence and any inconvenience it may have caused. I value the discussions and updates shared during these meetings, and I regret missing the opportunity to contribute.

If possible, I would appreciate a brief summary of the key points discussed or any action items I should be aware of.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]