

# Subject: Apology for Missing Team Meeting

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not attending the team meeting on [Date]. I regret my absence and understand the importance of our discussions and collaboration.

Unfortunately, [brief explanation of the reason for missing the meeting, e.g., unexpected personal matters or scheduling conflicts]. I take full responsibility for not notifying you in advance and assure you this will not happen again in the future.

I value our team's efforts and would appreciate any updates on the key points discussed during the meeting. Please let me know if there's a way I can contribute or catch up on any responsibilities I may have missed.

Thank you for your understanding. I look forward to being more engaged and present at our future meetings.

Sincerely,  
[Your Name]  
[Your Position]