

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Missing Team Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the team meeting scheduled on [Insert Date]. Unfortunately, [brief explanation of the reason, e.g., a personal obligation, health issue, etc.], which prevented me from participating.

I understand the importance of these meetings and the value of team collaboration. I assure you that I will catch up on all the discussions and updates shared during the meeting, and I am committed to staying aligned with our project goals.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]