

Apology for Absence

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence on [specific date] due to unforeseen circumstances that were beyond my control.

Unfortunately, [briefly explain the circumstances, e.g., a personal emergency, illness, etc.]. I understand the importance of attending and regret any inconvenience my absence may have caused.

Thank you for your understanding. I appreciate your consideration and look forward to reconnecting soon.

Sincerely,

[Your Name]

[Your Contact Information]