

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will be unable to attend [Event/Meeting Name] scheduled for [Date] due to [brief reason, if appropriate].

I sincerely apologize for any inconvenience my absence may cause and appreciate your understanding. I am committed to staying updated on the matters discussed and will ensure I review any materials shared during the event.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]