

Apology for Missing Conflict Resolution Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at the conflict resolution meeting that took place on [Date]. Unfortunately, due to [brief explanation of the reason, e.g., unforeseen circumstances, a scheduling conflict], I was unable to attend.

I understand the importance of these meetings and the impact my absence may have had on our discussions. I value our relationship and the opportunity to address and resolve any outstanding issues.

To ensure I stay updated and can contribute moving forward, I kindly ask if you could share any key takeaways or decisions made during the meeting. Additionally, I would appreciate the chance to discuss this matter further at a time that works for you.

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

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]