

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our meeting on [Date]. I understand how important our discussions are, and I regret any inconvenience my absence may have caused.

It was never my intention to overlook this commitment, and I take full responsibility for not being present. I value our teamwork and appreciate the time and effort you put into preparing for the meeting.

Please let me know if we can reschedule at your convenience. I am eager to catch up on what I missed and to ensure we are aligned moving forward.

Thank you for your understanding.

Best regards,

[Your Name]