

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at the [specific appointment or meeting] that took place on [date]. I understand that my presence was crucial, and I deeply regret any inconvenience my absence may have caused.

Unfortunately, [brief explanation of the reason for absence, e.g., unforeseen circumstances, illness, etc.], which prevented me from attending. I value our relationship and the importance of our discussions, and I assure you this was not taken lightly.

I am committed to making amends and am eager to catch up on what I missed. Please let me know a convenient time for us to discuss this matter further, as I want to ensure that I am fully informed and up to date.

Thank you for your understanding and patience in this regard. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]