

Subject: Apology for Missing Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the meeting scheduled on [Date] at [Time]. Unfortunately, [brief explanation of the reason for absence].

I understand the importance of our discussions and regret any inconvenience my absence may have caused. I value our collaboration and am eager to catch up on what I missed. If possible, I would appreciate it if we could reschedule or if you could share the key points discussed during the meeting.

Thank you for your understanding. I look forward to our continued partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]