

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincerest apologies for not being able to attend the meeting scheduled on [date] at [time]. I understand the importance of our discussions and regret any inconvenience my absence may have caused you and the team.

Unfortunately, [brief explanation of the reason for absence, e.g., an unexpected personal matter], which prevented me from being present. I take full responsibility for not informing you in advance and recognize the disruption this may have caused.

Moving forward, I am committed to ensuring this does not happen again. I would appreciate the opportunity to catch up on what I missed and would like to suggest scheduling a brief meeting at your convenience.

Thank you for your understanding. I look forward to your response.

Warm regards,  
[Your Name]