

# Letter of Contrition

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at the board meeting held on [Insert Date of Meeting]. I understand the importance of these meetings and the value of each member's contribution.

Unfortunately, due to [brief explanation of reason for absence], I was unable to attend. I deeply regret any disruption my absence may have caused and assure you that it was not my intention to undermine the efforts of everyone involved.

I value our collective goals and the work we do together, and I am committed to staying informed about what I missed during the meeting. I will reach out to colleagues to gather updates and ensure I am aligned with the board's objectives moving forward.

Thank you for your understanding, and I appreciate your support as I work to rectify this oversight. Please let me know if I can assist in any way.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]