

Letter of Explanation for Absence

Date: [Insert Date]

To: [Recipient's Name]

Subject: Explanation for Absence from Team Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain my absence from the team meeting held on [insert date of meeting]. Unfortunately, I was unable to attend due to [briefly explain reason, e.g., a personal emergency, illness, etc.].

I understand the importance of these meetings and regret not being able to contribute to our discussions. I am committed to staying informed about what was covered during the meeting and will reach out to my colleagues to gather the necessary updates.

Thank you for your understanding. I look forward to continuing my contributions to the team.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]