

Letter of Remorse for Missing Committee Meeting

Date: [Insert Date]

To: [Committee Chair's Name]

From: [Your Name]

Subject: Apology for Non-Participation in the Committee Meeting

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to express my sincere remorse for not being able to participate in the recent committee meeting held on [Insert Date]. I understand the importance of these meetings and the contributions I could have made to our discussions.

Unfortunately, [briefly explain your reason for absence, e.g., a personal emergency, health issues, etc.]. I assure you that my absence was not taken lightly, and I regret any inconvenience it may have caused to the committee and its members.

I am committed to staying informed about the proceedings and contributing in any way I can moving forward. If possible, I would appreciate any notes or summaries from the meeting to ensure I am up to date.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]