

Dear Professor [Last Name],

I hope this message finds you well. I am writing to sincerely apologize for not attending your office hours on [specific date]. I value the opportunity to learn from you and regret missing the chance to seek your guidance.

I encountered [brief explanation of the reason, e.g., an unforeseen circumstance or personal issue], which prevented me from being able to attend. I understand the importance of maintaining communication, and I take full responsibility for my absence.

If possible, I would greatly appreciate the opportunity to schedule a meeting at your convenience to discuss [specific topic or question]. Your insights are invaluable to my academic journey, and I would be grateful for any guidance you can provide.

Thank you for your understanding, and I apologize again for any inconvenience my absence may have caused. I look forward to your response.

Warm regards,

[Your Full Name]

[Your Student ID]

[Your Course Name]

[Your Email Address]