

Letter of Contrition for Skipping a Business Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Missing the Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not attending the business meeting scheduled on [Insert Date]. I understand the importance of these meetings and regret any disruption my absence may have caused.

Unfortunately, [brief explanation of the reason for absence, if appropriate], which prevented me from being there. I value our collaboration and am disappointed that I could not contribute to the discussions.

To ensure I am up-to-date and aligned with the team's objectives, I would appreciate the opportunity to review the meeting notes and discuss any key points I may have missed. Please let me know a convenient time for you to catch up.

Thank you for your understanding, and I promise to prioritize my attendance at future meetings.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]