

Subject: Apology for Being Unprepared

Dear [Recipient's Name],

I hope this message finds you well. I want to sincerely apologize for my lack of preparation during our meeting on [date]. I understand that my unpreparedness may have disrupted the flow of our discussion and caused inconvenience to you and the team.

It was not my intention to undermine our progress, and I take full responsibility for not being adequately ready. I value our collaboration and will ensure that this does not happen again in future meetings.

Thank you for your understanding, and I look forward to contributing more effectively in our future discussions.

Best regards,

[Your Name]

[Your Position]

[Your Company]