

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my lack of focus during our recent meeting on [Date]. I realize that my distraction may have hindered our discussion and possibly affected the team's progress.

It was not my intention to be disengaged, and I value the insights and contributions of everyone involved. I assure you that I am taking steps to improve my concentration and ensure that I contribute meaningfully in future meetings.

Thank you for your understanding, and I appreciate the opportunity to learn from this experience. I look forward to our next meeting and continuing to work together effectively.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]