

Subject: Apology for Absence from Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend the meeting scheduled for [Date] at [Time]. Due to [brief reason for absence], I will be unable to participate.

I apologize for any inconvenience my absence may cause and would appreciate if you could share any important updates or documents discussed during the meeting.

Thank you for your understanding. I look forward to connecting with you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]