

Apology for Missing Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the meeting on [date] regarding [meeting topic]. Unfortunately, [brief explanation of reason, e.g., personal commitments, illness, etc.].

I understand how important our discussions and collaborations are, and I am truly sorry for any inconvenience my absence may have caused. Please rest assured that I am up to date with the agenda and the key points discussed, and I am committed to contributing to the ongoing project.

If possible, I would greatly appreciate any notes or follow-up action items from the meeting, as I want to ensure I align with the team's efforts moving forward. I value our collaboration deeply and am looking forward to our next meeting on [next meeting date].

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]