

Subject: Regret for Absence on Scheduled Flight

Dear [Airline Name],

I am writing to express my sincere regret for not being able to board my scheduled flight [Flight Number] on [Date] from [Departure Location] to [Arrival Location]. Unfortunately, [brief explanation of reason, e.g., unforeseen circumstances/health issues/personal emergencies] prevented me from attending.

I understand the importance of adhering to flight schedules and I truly apologize for any inconvenience my absence may have caused. I appreciate your understanding in this matter.

Thank you for your attention to my situation. I hope to travel with [Airline Name] in the future and I look forward to your guidance on how to proceed regarding this missed flight.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]