

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

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 scheduled on [Date] regarding [Meeting Purpose/Agenda].

Unfortunately, [brief explanation of the reason for your absence, e.g., a prior commitment, illness, etc.].

I understand that my absence may have caused inconvenience, and I deeply regret any disruption this may have caused to our agenda. I truly value our collaboration and appreciate the effort that goes into organizing these discussions.

I would like to request any notes or minutes from the meeting, as well as any action items that I should be aware of, so I can stay informed and contribute effectively moving forward.

Once again, I apologize for missing the meeting and thank you for your understanding. I look forward to catching up soon.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]