

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the scheduled lunch break on [specific date]. I understand that my absence may have caused inconvenience, and I take full responsibility for not being present.

Due to [brief explanation of the reason for missing the lunch break, if appropriate], I was unable to join the team. I appreciate the importance of staying on schedule and the impact my absence may have had on others. I assure you this will not happen again, and I am committed to managing my time better in the future. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]