

[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 formally excuse myself from the meeting scheduled on [date] due to [reason for absence, e.g., a prior commitment, personal reasons, illness].

I understand the importance of the meeting and regret any inconvenience my absence may cause. I am eager to stay updated on the discussions and outcomes, and I would appreciate any materials or notes shared during the meeting.

Thank you for your understanding. I look forward to our next meeting and will ensure to catch up on any missed information.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company/Organization] (if applicable)