

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 explain my absence from the meeting held on [Date of Meeting].

Unfortunately, I was unable to attend due to [brief explanation of reason, e.g., a prior commitment, illness, personal matter]. I understand the importance of the discussions that took place, and I sincerely regret missing the opportunity to contribute.

I would appreciate any updates or notes from the meeting that would help me stay informed. If possible, I would also like to schedule a brief follow-up discussion with you or another attendee to cover any key points I may have missed.

Thank you for your understanding. I look forward to reconnecting soon.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]