

[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 my absence from the important meeting on [date] regarding [meeting topic]. Unfortunately, [brief explanation for absence, e.g., "I was unable to attend due to a prior commitment" or "there was an unforeseen personal matter that required my attention"].

I understand the significance of the discussions that took place and regret missing the opportunity to contribute. I would greatly appreciate it if you could share any key points or decisions made during the meeting, as well as any action items assigned to me.

Thank you for your understanding. I assure you that I am committed to staying aligned with the team's objectives and will ensure that I am better prepared for future meetings.

Best regards,

[Your Name]
[Your Job Title]