

[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 inform you that I will be unable to attend the meeting scheduled for [date and time] due to [reason for absence].

I regret any inconvenience this may cause and assure you that I will do my best to catch up on any missed information. If possible, I would appreciate receiving any notes or updates shared during the meeting. Thank you for your understanding. Please let me know if there is anything else I can do in the meantime.

Sincerely,
[Your Name]
[Your Position]