

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

I apologize for any inconvenience this may cause and I hope to catch up on any important discussions or decisions made during the meeting. If possible, I would appreciate it if you could share the meeting notes with me afterward.

Thank you for your understanding.

Sincerely,

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