

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you that I will be unable to attend the meeting scheduled for [date and time] due to [brief explanation of the reason for absence].

I apologize for any inconvenience my absence may cause and assure you that I will stay updated on the discussions and decisions made during the meeting. Should there be any important matters that require my input, please feel free to reach out.

Thank you for your understanding.

Sincerely,

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