

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my inability to attend the meeting on [date of the meeting].

Unfortunately, [brief explanation of the reason for absence, e.g., a scheduling conflict, unforeseen circumstances, etc.].

I understand the importance of the meeting, and I regret not being able to contribute to the discussions. I value our collaboration and would like to stay updated on any decisions made during the meeting. If possible, could you please share any key highlights or notes?

Thank you for your understanding, and I appreciate your continued support. I look forward to reconnecting and participating in future meetings.

Best regards,

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