

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to attend the meeting held on [date of the meeting].

Unfortunately, [brief explanation of the reason for your absence, e.g., a prior commitment, unexpected circumstances, etc.]. I value the opportunity to engage with everyone and contribute to the discussions. Please rest assured that I am committed to staying informed about the outcomes of the meeting. I would appreciate it if you could share any key points or decisions made during our discussion.

Thank you for your understanding, and I look forward to reconnecting soon.

Best regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]