

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that, regrettably, I will not be able to attend the meeting scheduled on [date] at [time]. Due to [brief reason for absence if appropriate], I will be unable to participate as planned. I apologize for any inconvenience this may cause and appreciate your understanding. If there are any materials or notes from the meeting that you could share with me, I would greatly appreciate it.

Thank you for your understanding. I look forward to catching up on the discussion and contributing further at our next meeting.

Best regards,

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