

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to express my sincere regret for my unavailability to attend the meeting scheduled on [date] at [time]. Due to [brief reason for unavailability], I will not be able to participate.

I understand the importance of this meeting and would appreciate any materials or summaries shared during the discussion. If possible, I would be grateful for an opportunity to catch up afterward or discuss the key points at your convenience.

Thank you for your understanding, and I look forward to staying engaged with the ongoing discussions.

Warm regards,

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