

# Apology Letter for Not Attending Important Business Meeting

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to attend the important business meeting scheduled on [Meeting Date]. Unfortunately, due to [brief explanation of the reason, e.g., an unexpected personal obligation/a last-minute emergency/a conflicting engagement], I was unable to participate as planned.

I fully understand the significance of the meeting and regret any inconvenience my absence may have caused. Please be assured that missing such an important discussion was not my intention, and I value the opportunity to collaborate and contribute to our shared objectives.

I kindly request to be updated on the key points discussed and any decisions made during the meeting. I am also available for a follow-up meeting at your earliest convenience to address any outstanding matters or to provide additional input as needed.

Once again, I apologize for any disruption my absence may have caused. Thank you for your understanding, and I appreciate your continued support and consideration.

Sincerely,  
[Your Name]