

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence from the recent board meeting held on [meeting date]. I understand that these meetings are vital to the strategic direction and success of our organization, and I deeply regret any disruption or inconvenience my absence may have caused to you and the board.

Unfortunately, [briefly state the reason, e.g., an unforeseen personal emergency] prevented me from attending as scheduled. I fully recognize the importance of each member's contribution during these discussions, and I know my absence may have affected the flow of information and decision-making.

To ensure I remain up-to-date, I have already reviewed the meeting minutes and reached out to several colleagues for further insights on the topics covered. I am committed to following up on any action items assigned to me and to actively participating in upcoming meetings and board activities.

Once again, I offer my sincere apologies to you and the board. Please rest assured of my ongoing dedication to our collective goals and to contributing meaningfully to our organization's success.

Thank you for your understanding.

Yours sincerely,

[Your Name]

[Your Position/Role]