

Date: [Insert Date]

To: [Recipient's Name]  
[Title/Position]  
[Company/Organization Name]

Subject: Apology for Missing Team Meeting

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence from the team meeting held on [Date of Meeting]. Unfortunately, I was unable to attend due to an unexpected emergency that required my immediate attention.

I understand the significance of our meetings in keeping the team aligned and moving forward with our goals. I regret any inconvenience my absence may have caused to you and the rest of the team.

Please rest assured that I am committed to staying updated. I will review the meeting notes and reach out to my colleagues for any additional information I may have missed. If there is anything specific you would like me to address or prioritize, please let me know.

Thank you for your understanding and support during this time. I appreciate your consideration, and I will make every effort to avoid such situations in the future.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]