

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

[Recipient's Name]
[Recipient's Position]
[Company Name]

Dear [Recipient's Name],

I am writing to extend my sincere apologies for my absence at the recent annual meeting held on [meeting date]. I understand the significance of this event in aligning our team's objectives and strategies for the coming year. Unfortunately, due to an unavoidable work-related commitment that required my immediate attention, I was unable to attend.

It was not my intention to miss such an important gathering, and I deeply regret any inconvenience my absence may have caused. My commitment to our organization remains strong, and I fully acknowledge the value of the discussions and decisions made during the meeting. I have already reached out to my colleagues to review the meeting minutes and ensure I am fully up to date with all the key outcomes and action items.

Please rest assured that I will continue to collaborate closely with the team to contribute positively towards our shared goals. I appreciate your understanding of my situation and remain dedicated to supporting the organization's mission.

Thank you for your consideration, and please let me know if there is anything further I can do to address my absence.

Sincerely,
[Your Name]