

# Apology Letter for Not Attending Business Meeting Due to Illness

[Your Name]  
[Your Position]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to attend the business meeting scheduled on [Date] due to an unexpected illness. I understand the importance of this meeting and regret any inconvenience my absence may have caused to you and the rest of the team.

Unfortunately, my current health condition required me to take the necessary time to recover and prevent the spread of illness to others. Please rest assured that missing the meeting was unavoidable and not a decision taken lightly.

I value the objectives we set for this meeting and wish to stay informed on all discussions and decisions made in my absence. If possible, I would greatly appreciate any meeting notes or a brief summary at your convenience. Additionally, I am more than willing to reschedule or arrange a follow-up discussion at a time that suits you in order to address any outstanding matters or contribute where necessary.

Thank you for your understanding and support. I am committed to ensuring our ongoing projects continue to move forward and look forward to rejoining you and the team as soon as possible.

Please feel free to contact me directly if you would like to discuss anything in more detail or arrange an alternative meeting.

Once again, please accept my sincere apologies for any disruption caused.

Kind regards,  
[Your Name]