

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence from the meeting scheduled on [Meeting Date]. Unfortunately, due to an overlapping appointment that required my immediate attention, I was unable to attend and participate as planned.

I fully understand the inconvenience that my absence may have caused and regret any disruption to your schedule or the meeting's progress. Please be assured that missing this important discussion was not intentional, and I take full responsibility for the conflict in my calendar.

To ensure I am up to speed and can contribute effectively going forward, I kindly request any notes or action items discussed during the meeting. Additionally, I am more than willing to set up a follow-up call or meeting at your convenience to address any outstanding matters or clarify points that may require my input.

Thank you for your understanding and consideration. I value our professional relationship and will take extra steps to manage my commitments more effectively in the future to prevent a recurrence of such conflicts.

Please let me know how best I can catch up or assist further.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]