

Apology Letter for Not Attending Last Minute Meeting Invitation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my inability to attend the meeting that was scheduled on such short notice on [Date/Time of Meeting]. Unfortunately, I had prior commitments that could not be rescheduled at the last minute.

I understand the importance of the meeting and regret any inconvenience my absence may have caused. Please know that I deeply value the team's time and efforts put into organizing and participating in these discussions.

I would greatly appreciate it if you could share any key points or decisions made during the meeting. If possible, I am more than willing to schedule a follow-up meeting or discussion at your earliest convenience to ensure I am up to date and continue contributing to our objectives.

Once again, I apologize for any disruption and thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]