

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to attend the recent department meeting on [Date]. I regret any inconvenience my absence may have caused, and I recognize the importance of these meetings for effective communication and collaboration within our team.

Unfortunately, I was unable to participate due to [brief explanation, e.g., a prior commitment/urgent matter/illness]. I understand that my absence may have impacted the workflow, and I take full responsibility for staying updated on the topics and decisions discussed during the meeting.

To ensure I remain informed, I will review the meeting notes and follow up with colleagues regarding any key action items or information that may require my attention. I am committed to actively participating in all future meetings and maintaining open communication with the team to support our shared goals and ongoing projects.

Thank you for your understanding. Please let me know if there are additional tasks or updates I should be aware of. I value the opportunity to contribute to our department's success and appreciate your support.

Sincerely,
[Your Name]