

Sincere Apology Letter Format for Not Joining Board Meeting

This template offers a professional and courteous way to apologize for your absence from a board meeting, ensuring you maintain positive relationships with your colleagues.

[Your Name]
[Your Position/Title]
[Organization Name]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for being unable to attend the scheduled board meeting on [Date of Meeting]. Due to [briefly state the reason, e.g., an unforeseen personal obligation/conflicting commitment/health issue], I regret that I was unable to participate in the discussions and contribute to the meeting as intended.

I understand the importance of these meetings and the value of each member's presence and input, and I sincerely apologize for any inconvenience my absence may have caused to you and the other board members.

I kindly request that you share any important decisions or updates from the meeting with me at your earliest convenience. Please rest assured of my ongoing commitment and active involvement with the board, and I look forward to rejoining our discussions at the next scheduled meeting.

Once again, please accept my apologies and gratitude for your understanding.

Sincerely,
[Your Name]