

Formal Apology Letter for Absence in Scheduled Meeting

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apologize for my absence at the scheduled meeting on [Date] regarding [meeting subject or purpose]. I regret any inconvenience my absence may have caused, and I take full responsibility for not being able to attend.

Unfortunately, [explain the reason for absence concisely, e.g., "I was unwell"/"I had an urgent personal matter"/"I was required to attend to an unforeseen work commitment"]. Please be assured that missing this meeting was not my intention, and I understand the importance of the matters that were to be discussed.

I am committed to staying updated on what was covered during the meeting and would greatly appreciate any notes or action points that you could share. Additionally, I am available and willing to reschedule or meet at your earliest convenience to discuss any key points that require my input.

Once again, I sincerely apologize for any inconvenience caused and appreciate your understanding. Thank you for your consideration, and I look forward to our continued collaboration.

Yours sincerely,

[Your Name]