

Subject: Apology for Missing Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for being unable to attend the [meeting name or topic] scheduled on [date]. Unfortunately, I was dealing with a personal matter that required my immediate attention and could not be postponed.

I understand the importance of these meetings and regret any inconvenience my absence may have caused. I have already reviewed the meeting notes and will follow up with colleagues to ensure I am up to speed on any important decisions or action items discussed.

Please let me know if there are any additional steps I should take or if there are specific areas where my input is needed. I am committed to making sure my responsibilities are not affected by my absence.

Thank you very much for your understanding.

Best regards,  
[Your Name]