

Subject: Apology for Not Attending Work Meeting

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to attend the meeting scheduled on [date and time]. Unfortunately, [briefly state valid reason, e.g., "I was faced with an unexpected personal emergency" or "I was unwell and unable to join"], and as a result, I could not be present.

I understand the importance of the meeting and regret any inconvenience my absence may have caused to you and the team. Please rest assured that I remain fully committed to my responsibilities and intend to contribute actively moving forward.

I would greatly appreciate if you could share any notes or key points discussed during the meeting. Additionally, I am available for a follow-up discussion or one-on-one meeting at your convenience to ensure I am up to date and can support the team's ongoing efforts.

Thank you for your understanding, and please let me know how I can best make up for my absence.

Sincerely,

[Your Name]

[Your Position/Department]