

[Your Name]
[Your Position]
[Your Company/Department]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Department]

Subject: Apology for Not Being Present at Scheduled Project Meeting

Dear [Recipient's Name],

I am writing to formally apologize for not being present at the scheduled project meeting on [Date of Meeting]. I understand the importance of these meetings in ensuring we stay aligned and make progress towards our project goals, and I deeply regret any inconvenience or disruption my absence may have caused.

Unfortunately, [briefly explain the reason for your absence, e.g., "an unexpected personal emergency arose" or "I was unwell and unable to attend"]. I assure you that missing the meeting was not intentional and I am aware of the critical updates and decisions that were shared during the session.

To ensure I remain fully informed, I have already reached out to [colleague/team member] for a detailed update, and I will carefully review any meeting notes or minutes provided. If there are any immediate action items or follow-ups required from my end, please let me know and I will prioritize them accordingly.

I highly value the collective effort of our team and am committed to contributing positively as we move forward. Please accept my sincere apologies for any inconvenience caused, and thank you for your understanding.

Thank you for your attention, and I look forward to our continued collaboration.

Best regards,
[Your Name]