

Sincere Apology Letter for Missing Meeting Because of Family Emergency

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to attend the [meeting name/subject] scheduled on [meeting date and time]. Unfortunately, I had to attend to an urgent family emergency that required my immediate attention and prevented me from notifying you in advance.

I fully understand the significance of the meeting and the inconvenience my absence may have caused to you and the rest of the team. Please know that this was an unforeseen and unavoidable circumstance, and it is never my intention to disrupt our collective efforts or to disrespect your time.

I am committed to staying updated on what was discussed and would greatly appreciate any notes, key decisions, or action items that I should be aware of. If possible, I would also welcome the opportunity to reschedule or arrange a follow-up discussion at your convenience so I can contribute meaningfully to the ongoing projects.

Once again, I apologize for any disruption my absence may have caused, and I appreciate your understanding during this difficult time. Thank you for your compassion and patience.

Please let me know how I can make up for the missed meeting or assist with any outstanding tasks.

Sincerely,

[Your Name]