

Sample Written Apology for Absence in Official Conference Meeting

[Your Name]

[Your Position/Title]

[Department/Organization]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Department/Organization]

Dear [Recipient's Name],

I am writing to formally apologize for my absence from the official conference meeting scheduled on [date] at [venue/online platform]. Unfortunately, due to [briefly state reason, e.g., a prior commitment/an unforeseen personal matter/medical reasons], I am unable to attend.

I deeply regret any inconvenience my absence may cause and assure you that I remain fully committed to the objectives of our meeting. I would appreciate it if you could share any important updates or decisions made during the session, so I can remain informed and contribute remotely where possible.

Thank you for your understanding. Please extend my apologies to the other participants. I look forward to rejoining the group at the next meeting and continuing our collaborative work.

Sincerely,

[Your Name]