

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Department Name]
[Organization Name]

Subject: Apology for Inability to Attend Departmental Meeting

Dear [Recipient's Name],

I am writing to express my sincere apologies for being unable to attend the departmental meeting scheduled on [Date of Meeting]. Due to [briefly state reason, e.g., unforeseen circumstances/prior commitment], I will unfortunately be absent on this occasion.

I understand the importance of the meeting and truly regret missing the opportunity to participate and contribute. Please know that I am committed to staying informed about the discussions and decisions made in my absence. I kindly request that you share any key points, action items, or materials discussed during the meeting, so I can remain up-to-date and offer my input if needed.

Thank you for your understanding. Please let me know if there are any specific tasks I can assist with to help accomplish the objectives set during the meeting.

Once again, I apologize for any inconvenience caused and appreciate your consideration.

Sincerely,
[Your Name]
[Your Position]
[Department Name]