

This **apology letter for missing meeting due to personal emergency** sample provides a polite and professional way to express regret for not attending a scheduled meeting. It includes an explanation of the personal emergency that caused the absence, an apology for any inconvenience caused, and a request to reschedule or catch up on missed information. This template helps maintain good communication and demonstrates accountability and respect for colleagues or clients.

Sample Apology Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the meeting scheduled on [date] due to a personal emergency that required my immediate attention.

I understand the importance of our meetings and truly regret any inconvenience my absence may have caused to you and the team. Please be assured that this was an unforeseen situation, and I value the opportunity to contribute to our discussions and ongoing work.

If possible, I would appreciate any notes or materials from the meeting so I can stay up-to-date. Additionally, I would be grateful if we could arrange a follow-up meeting or a brief call at your convenience to discuss any key points or actions that I may have missed.

Thank you very much for your understanding. I truly appreciate your support and flexibility during this time.

Sincerely,
[Your Name]