

# Apology Letter for Not Able to Attend Meeting Template

**Subject: Apology for Missing Meeting on [Date]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at the [meeting/event name] on [date]. Unfortunately, [brief explanation of the reason for absence], which made it impossible for me to attend.

I understand the significance of the meeting and deeply regret any inconvenience my absence may have caused. I respect the time and effort of everyone involved and am committed to catching up on what was discussed.

To ensure I remain informed, I kindly request any minutes or key outcomes from the meeting. I am also available for a follow-up discussion at your convenience to cover any critical points I missed.

Thank you for your understanding and patience regarding this matter. I assure you this situation was unforeseen and not indicative of my usual commitment.

Looking forward to your guidance on how best to proceed and contribute effectively moving forward.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]