

Casual Apology Email for Missing a Business Meeting

Subject: Sorry I Missed the Meeting

Hi [Recipient's Name],

I wanted to apologize for not making it to the meeting earlier today. I had an unexpected conflict that came up, and I couldn't get away in time.

I'll review the notes and updates from the session, but if there are any key points you'd like me to focus on, please let me know. Thanks for your patience—I'll make sure to catch up quickly.

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/apology-letter-for-missing-or-not-attending-an-event-meeting-interview>