

Apology for missing meeting

Subject: Apology for Missing the Meeting

Dear [Recipient's Name],

I sincerely apologize for not attending the meeting scheduled for [date/time]. Unfortunately, [brief reason—e.g., unexpected conflict or emergency] prevented me from joining on time.

I understand the importance of the meeting and regret any inconvenience my absence may have caused. Please share any notes or decisions discussed so I can catch up and contribute as needed.

Thank you for your understanding and patience.

Best regards,

[Your Name]

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