Your Name

Title

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Hope you had a very productive meeting yesterday.

I know this meeting was scheduled a week ago. I had done all my preparations for the presentation. But as I woke up in the morning, I had a bad migraine. I have been suffering these headaches for quite a long time now. And migraine makes me slow and weak.

So, as a matter of last resort, I had to email you the presentation and take a day off from work which means skipping the meeting as well. I have just received the minutes of the meeting and I will be reviewing them before coming back to work.

Thanks for understanding the situation.

Sincerely,

Your Name