To

[The Recipient Name]  
[Designation]

Dear Mr. [name],

I am [name] from [department name]. I am writing to you to explain my absence from the [project name] meeting held on [date] at [time]. I fully realize that this meeting was held to discuss our team’s working strategy for [name] project and hence was very important. I fully intended to attend the meeting and was prepared with all the background research to contribute positively to the meeting.

Right as the meeting was about to start, the clients from [name] project came into the office and the receptionist informed me that they want to have an emergency meeting with me, as there were some issues at the site which needed to be resolved as soon as possible. And since I was running the point for their project, I had to attend to them. The issue they were facing could not be resolved in time, for me to be able to attend the office meeting.

I regret the inconvenience everyone faced due to my absence but as you can see it was unavoidable. I have requested Mr. [name] to update me about the progress at the meeting and mail me the presentation. Looking forward to smoothing the development of this project in the future.

Yours sincerely,

[Your Name]  
[Designation]  
[Department Name]