Date:

To: Recipient’s name

From: Sender’s name

Company’s name:

Subject: Regret on unavailability

Respected Sir,

Please accept my apologies for not making it to the meeting that was held last week on Saturday. I know every employee needed to attend the meeting. However, I was going through a very critical situation that made it impossible for me to attend the meeting.

You can see my records as I have never missed any meetings. I am very punctual and responsible in terms of attending my meetings. My mother was ill and due to this, I had to take her to the hospital. Things were so complex at that time that I could not inform anyone about my absence.

I again apologize for not being available and causing you inconvenience. I assure you that this will never happen again. I will act responsibly as much as possible as my job is my top priority.

I hope that you will understand my situation and accept my apologies and you are very famous for being cooperative and understanding.

If you want to know anything else about it, please contact me and organize a meeting with me. I am looking forward to a kind response from your side. Moreover, I am grateful to you because you remained so patient with me.

Regards,

Signatures of the sender