Apology Letter for not attending a Meeting

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am extremely grateful to identify the statement of your official correspondence intimating to report to a meeting with your esteemed self at 11:00 hours on 18th April 2016 for the post of IT Manager.

I am also work limited to inform you that I had made all the essential arrangements to put together the person on the particular date and time organized, at the planned conference time.

Having said that, I was predicted to be present in the meeting on the day, I had a stifling time in the retail store outlet. It was supposed to be the day the main governmental events, significant business labor unions etc. have mutually declared a rally. There was a hassle everywhere as the whole situation was extreme and the traffic jams, it was next to impossible for me to get in touch with anybody. Common men, wealthy to inadequate, placed to lots of difficulties as well. I tried a lot to get to the conference at the planned hours but my all efforts were in vain. I tried to get any transport to reach your office on time but I failed.

In this disappointing background, I would like to show my written apology and guilt, tardily, still, with a gentle demand to be acquainted with my heartiest apology.

I will again repeat my requests for not only condoning my overall incapability due to unavoidable reasons but also give me an additional opportunity to be present at your conference on another date and time easy to you and assist.

I am extremely sorry for not joining the meeting you'd arranged before but I will guarantee you that I will attend the next meeting for sure.

Thanking you, with interest.

[Your Name]

[Senders Title] -Optional-