

Apology Letter for Missing Appointment

[Your Name]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

Please accept my sincere apology for not attending the meeting held last night. I am sure you and the team will be wondering not only about my absence but also my negligent behavior as I did not report my absence.

An hour before the meeting had to start; I got an unexpected call from my wife due to which I had to leave for her. The emergency situation got me panic due to which it skipped out of my mind to advise on my absence.

You will never face another unprofessional situation from my side again. Please accept my apology. I assure you that I have been briefed on the discussions of the meeting. I am also aware of the assignments required from me.

I am looking forward to be present in all our future meetings.

Sincerely,

[Your Name]