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Your Name
Your Address
City, State Zip Code

Date

Customer Name
Street Address
City, State, Zip Code

Dear Manager,

I would like to convey my sincerest apology to you for not making it to the weekly meeting last Monday. I am sure that you were wondering where I was and why I did not let anyone know I was unable to make the meeting.

I received an important call from my spouse who needed me to leave work and go home. This personal matter required my immediate attention and, in the chaos, I overlooked the fact that I did not tell anyone that I would not be at the meeting.

Please excuse my absence and unprofessionalism. I apologize once again and will proceed differently in the future. I am sorry for any inconvenience that this may have caused you and our team.

Respectfully,

Name