**Apology Letter Not Attending Meeting Example:**

(enter employer´s name)

(job title)

(insert work address)

(enter date)

Dear Mr/Mrs (insert name),

I am aware that there will be an important meeting being held between our company (enter name) and (enter name) on (give date). Unfortunately, I will not be able to attend this meeting due to medical reasons as I have been given a note of rest from my doctor for the whole week. I would like to apologise in advance for any inconvenience this will cause.

I have already spoken with you briefly on the phone about my leave of absence regarding the health problems I was having a few days ago. As my condition has become worse since yesterday, I have been issued with new medication and instructions to rest. I hope that you can understand that I would have tried my best to attend the meeting.

Please accept my apology for not being able to attend the (enter details) meeting that will be held on Thursday/next week/tomorrow. I have made arrangements for my colleague (enter name) to be present and take notes on my behalf so that I will be caught up with the main points of discussion on my return.

If you have any questions please contact me.

Yours sincerely,

(enter name)

(enter job title)

(enter contact details)