

Subject: Apology for not attending office meeting.

Respected sir,

Kindly accept my sincere apology for not attending the meeting conduct today. I am unable to attend the meeting due to my sickness. I hope this will not happen again in future. I try to collect everything I missed during the meeting by consulting my colleagues.

I truly value our professional relationship and hope this does not affect our future collaborations.

Thank you for your continued support.

Your sincerely,

Imtisal Ahemad Ansari

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