

Example of Professional Communication

Subject: Apology for missing the meeting

Hi Anishka,

I sincerely apologise for not being able to attend the meeting today. Due to unforeseen personal matter , I am unable to join as planned.

I understand the importance of the discussion and presentation and would appreciate it if you could share any key points or decisions made, so I can follow up accordingly. I will send in my work .

Thank you for your understanding.

Kind regards,

Thimna Gogwana

