

**Subject:** Sincere Apology for Not present in meeting

Dear [yashraj patel],

I want to sincerely apologize for not attending the meeting. It was never my intention to cause any inconvenience or frustration, and I deeply regret that this situation occurred.

After reviewing what happened, I realize that due to my health issues the meeting got canceled. I take full responsibility and have already taken steps to ensure this does not happen again, including if this situation arise again so I will inform hod before meeting.

I truly value our relationship and appreciate your understanding and patience as I work to make things right. Please let me know if there is anything further I can do to resolve this matter.

Thank you for your time and consideration.

Kind regards,

Akash pol

Software engineer