

From : [rohitsagar@gmail.com](mailto:rohitsagar@gmail.com)

To : [chauhaninstitute@gmail.com](mailto:chauhaninstitute@gmail.com)

Subject : Apology for not attending office meeting.

Dear 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.

Thank you.

Your Sincerely

Sagar