

Apology Letter

To
Jane Smith
Team Manager
ZKI Corp

Dear Jane,

I hope this message finds you well. I am writing to sincerely apologize for missing the important team meeting on 18/12/2024. I understand that my absence may have caused inconvenience and disrupted our team's workflow.

Unfortunately, a last-minute personal issue arose that prevented me from attending. I take my responsibilities seriously and recognize the value of our discussions in propelling our projects forward.

I assure you that I am committed to my role and the success of our team. I will take every necessary measure to ensure that this does not happen again, including setting sufficient reminders and confirming my schedule ahead of time.

Thank you for your understanding. I appreciate the opportunity to contribute to our team, and I look forward to our next meeting. Please let me know if there's anything specific I can do to catch up on what I missed.

Warm regards,

John Deo
Marketing Analyst