

**You missed an important meeting at work.**

**Write a letter to your manager.**

**In the letter:**

- **Apologize for not attending**
- **Explain why you did not attend**
- **Say what you will do to make up for it**

Dear Mr. Wilson,

I am writing to apologize for not being at the budget meeting yesterday afternoon. I know these meetings are important, especially when we are making plans for the final quarter. Unfortunately, a delay kept me from attending.

The reason I was not there is that my meeting with the Chief Financial Officer regarding the Penske project ran an hour late. As you know, Mr. Wallace's office is on the 34th floor of the Finley building and by the time we finished, it was already a quarter past three.

I have followed up to make sure I have all the budget information. Alice is going to provide me with the forecast and Jane will be sending me the minutes. I am also having lunch with Jack today and he will answer any questions I may have about what was discussed.

Again, I am sincerely sorry that I was unable to attend and hope you understand the circumstances that led to my absence.

Yours truly,

John Watson