

Ladies and gentlemen of the school board,

I hope this message finds you well. I am writing to express my sincerest apologies for missing the recent school board meeting, which I understand was an important one.

Due to unforeseen circumstances, I was unable to attend and participate in the discussions that are vital for our school community. I deeply regret any inconvenience my absence may have caused and assure you it was not my intention to overlook my responsibilities.

I am committed to catching up on what I missed and contributing as much as possible moving forward. Thank you for your understanding, and please let me know how I might assist or support any ongoing initiatives.

Thank you for your time,

[Your Name]