

# Subject: Apology for Last-Minute Meeting Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the cancellation of our meeting scheduled for [date and time]. Unfortunately, due to [brief explanation of the reason], I was unable to attend.

I understand the importance of our discussions on [meeting agenda], and I assure you that I remain fully committed to our agenda. I value our collaboration and am eager to catch up on what I missed.

Could we perhaps reschedule for a time that works for you? I am flexible with my availability and would like to ensure we are on the same page moving forward.

Thank you for your understanding, and I appreciate your patience in this matter. I look forward to our next conversation.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]