

Subject: Apology for Scheduling Conflict

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict regarding our meeting originally planned for [original date and time]. Unfortunately, due to [reason for conflict], I am unable to attend as scheduled.

I truly value our working relationship and understand the importance of our discussions. I would like to propose rescheduling our meeting to a time that is convenient for you. Would [suggest a couple of new dates and times] work for your schedule?

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]