

# Sincere Apology for Missing a Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for missing our scheduled meeting on [Date]. I value our time and discussions, and I regret any inconvenience my absence may have caused.

Unfortunately, [brief explanation of the reason for missing the meeting, e.g., an unexpected personal emergency or scheduling conflict]. I take full responsibility for not notifying you in advance.

I deeply appreciate your understanding and would like to reschedule our meeting at your earliest convenience. Please let me know a time that works for you. I am looking forward to our conversation and continuing our collaboration.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]