

# Letter of Contrition for Unforeseen Scheduling Issues

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unforeseen scheduling issues that arose regarding our recent meetings. It was never my intention to cause any disruption or inconvenience.

I understand the importance of our scheduled time and deeply regret any confusion my unexpected changes may have caused. I take full responsibility for not communicating these issues sooner and appreciate your understanding in this matter.

Moving forward, I am committed to ensuring clear and timely communication to prevent similar occurrences in the future. Please let me know a convenient time for us to reschedule, as your time is valuable to me.

Thank you for your patience and understanding regarding this matter. I look forward to our continued collaboration.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]