

# **Subject: Apology for Double-Booked Appointment**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that occurred with your appointment on [Date and Time]. Unfortunately, I inadvertently double-booked my schedule, resulting in a clash of commitments.

I value your time and commitment, and I deeply regret any inconvenience this may have caused you. I am working to ensure that this situation does not happen again in the future.

To remedy this, I would like to propose rescheduling our meeting at a time that is convenient for you. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding, and I appreciate your patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]