

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely express my remorse regarding the overlapping schedules we encountered recently. It was never my intention to cause any confusion or inconvenience.

I understand that our meeting/event was important, and I regret any disruption my scheduling conflict may have caused to your plans and the team's productivity. I take full responsibility for not coordinating our schedules more effectively.

To prevent this from happening in the future, I will ensure that I double-check my calendar and communicate more proactively about my availability. I value our collaboration and appreciate your understanding in this matter.

Thank you for your patience and understanding. If possible, I would love the opportunity to reschedule our meeting to discuss [specific topics]. Please let me know your available times.

Best regards,
Your Name