

Letter of Apology for Scheduling Conflict

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that has arisen regarding our upcoming meeting/event on [insert date].

Unfortunately, due to [briefly explain reason for conflict, e.g., an unexpected obligation, a prior commitment], I will not be able to attend as planned.

I genuinely value our time together and the importance of this meeting, and I am disappointed that I will miss the opportunity to [mention the purpose, e.g., discuss important topics, collaborate with you].

I would greatly appreciate the chance to reschedule at a time that is convenient for you. Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding and patience regarding this matter. I look forward to our conversation and hope to resolve this at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]