

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on [Insert Date]. I acknowledge that failing to attend was unprofessional and not representative of the high standards I hold myself to, nor those you expect from me.

I greatly value the opportunity to work with you and am eager to discuss [mention any specific topics or projects] at your earliest convenience. Please let me know a time that works for you, and I will ensure to prioritize our meeting.

Once again, I apologize for any inconvenience caused and appreciate your understanding in this matter.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]