

## **Subject: Apology for Missed Call**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to return your call on [Date/Time of the Call]. Unfortunately, I was [brief explanation of the reason, e.g., "caught up in a meeting" or "dealing with a personal matter"].

Please know that it was not my intention to neglect your call. I value our communication and would really like the opportunity to connect at your convenience.

Thank you for your understanding. I look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Contact Information]