

Letter of Acknowledgment and Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge and sincerely apologize for my unplanned absence from our scheduled appointment on [insert date of the appointment]. I regret any inconvenience this may have caused.

Unfortunately, [brief explanation of the reason for absence, if appropriate]. I value the time and effort that you set aside for our meeting and deeply regret not being able to be present.

To ensure we can connect soon, I would appreciate the opportunity to reschedule our appointment at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Contact Information]