

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere apologies for the oversight that occurred in the scheduling of [specific event or meeting] on [specific date]. It has come to my attention that the scheduling conflict I overlooked has caused inconvenience to you and our team.

I take full responsibility for this error and understand the impact it has had on our plans. Please know that I value your time and commitment, and I deeply regret any disruption this may have caused in your schedule.

Moving forward, I have taken steps to ensure that such oversights do not happen again, including [briefly mention any measures you are implementing]. I appreciate your understanding and patience regarding this matter.

Thank you for your consideration, and I look forward to making amends and rescheduling at your earliest convenience.

Warm regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]