

Heartfelt Apology for Oversight in Appointments

[Your Name]

[Your Position]

[Your Company Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight concerning our recent appointments. It was never my intention to cause any inconvenience or confusion.

Your time is valuable, and I deeply regret any disruptions that my oversight may have caused to your schedule. I take full responsibility for the error and assure you that steps are being taken to prevent such occurrences in the future.

Please let me know if there is anything I can do to rectify the situation or if you would like to reschedule our meeting at a time that works best for you.

Thank you for your understanding, and I appreciate your patience regarding this matter.

Warm regards,

[Your Name]

[Your Contact Information]