

Letter of Regret for Schedule Clash

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the unintentional scheduling clash that has arisen regarding [specific event or meeting]. I value our time and the importance of our commitment, and it truly saddens me that I will not be able to [attend/participate] as planned.

Unfortunately, due to unforeseen circumstances, I have a prior engagement that I cannot reschedule. I assure you that this was not my intention, and I appreciate your understanding in this matter.

I would love to find a suitable time when we can connect and discuss [specific topics or issues] further. Please let me know your availability, and I will do my best to accommodate it.

Thank you for your patience and understanding. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization]