

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling error that occurred regarding our [meeting/appointment/event] on [date]. It was never my intention to cause any inconvenience, and I deeply regret that my oversight impacted your time.

Understanding the importance of our time together, I am truly sorry for any confusion or disruption this may have caused you. I take full responsibility for this mistake and am committed to ensuring it does not happen again in the future.

To rectify the situation, I would like to propose rescheduling our [meeting/appointment/event] at your earliest convenience. Please let me know your available times, and I will do my utmost to accommodate your schedule.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]