

Apology Letter for Scheduling Oversight

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling oversight that occurred regarding our meeting on [insert date]. It was unprofessional of me, and I deeply regret any inconvenience this may have caused you.

I value your time and commitment, and I understand how frustrating it can be to have plans disrupted. Please know that this was not my intention, and I take full responsibility for the oversight.

If possible, I would love the opportunity to reschedule at your earliest convenience. I am available on [insert two or three alternative dates/times], but please let me know if another time works better for you.

Thank you for your understanding and patience. I appreciate the chance to make this right and look forward to speaking with you soon.

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