

Subject: Apology for Unable to Attend Meeting

Dear [Client's Name],

Thank you for your invitation to meet on [Date]. I genuinely appreciate the opportunity to discuss [specific topic or purpose of the meeting].

Regrettably, I must inform you that I am unable to attend due to [brief reason]. I value our partnership and want to ensure we stay connected.

If possible, I would love to reschedule for a later date or discuss via a call. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to our continued collaboration.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]