

# Apology for Scheduling Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that has arisen regarding our upcoming meeting on [Date and Time]. Unfortunately, due to an unforeseen circumstance, I will not be able to attend.

I value the time and effort you have dedicated to this arrangement and truly regret any inconvenience this may cause. I would appreciate the opportunity to reschedule our meeting for a later date. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding and patience in this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]