

Apology for Meeting Reschedule

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for any inconvenience caused by the recent rescheduling of our meeting originally set for [original date and time]. We understand that your time is valuable, and we regret any disruption this may have caused to your schedule.

The decision to reschedule was not taken lightly and was necessary due to [brief explanation of the reason, if appropriate]. We appreciate your understanding and flexibility in this matter.

We have rescheduled the meeting for [new date and time], and we hope this new time will work better for you. Please let us know if you require any further adjustments or if there is anything we can do to accommodate you.

Thank you for your understanding, and we look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[Social Service Agency Name]

[Contact Information]