

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Your Boss's Name
Company Name
Company Address
City, State, Zip Code

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that occurred regarding [specific meeting or event] on [date]. I understand the importance of this meeting and recognize that my absence may have caused inconvenience to you and the team.

Unfortunately, [brief explanation of the conflict, e.g., an overlapping commitment], which was unavoidable. I take full responsibility for not addressing this issue earlier and assure you it was not my intention to disrupt our plans.

Going forward, I will make sure to manage my schedule more effectively to prevent such conflicts from arising in the future. I appreciate your understanding and support in this matter.

Thank you for your attention, and I look forward to discussing any missed points from the meeting at your convenience.

Sincerely,
[Your Name]