

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not being able to attend the scheduled meeting on [Date]. I had been looking forward to our discussion and am truly regretful for my absence.

Unfortunately, [brief explanation of the circumstance that prevented attendance]. I understand the inconvenience this may have caused and assure you it was not my intention to miss this important opportunity.

I value our relationship and would greatly appreciate the chance to reschedule at your earliest convenience. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

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