

# Subject: Apology for Missing Our Engagement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled engagement on [Date]. Unfortunately, due to [reason for absence], I was unable to attend.

I value the time and effort you put into preparing for our meeting, and I regret any inconvenience my absence may have caused. I appreciate your understanding and would like to suggest rescheduling at your earliest convenience.

Thank you for your consideration, and I look forward to connecting soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]