

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the unexpected conflict that has arisen in my schedule. Unfortunately, I have a prior commitment that coincides with the time we discussed for our meeting.

I understand the importance of our engagement, and I deeply regret any inconvenience this may cause you. Please know that it was never my intention to disrupt our plans.

I greatly value our time and am eager to find a solution that works for both of us. I would appreciate the opportunity to reschedule our meeting at your earliest convenience.

Thank you for your understanding and patience regarding this matter. I look forward to your response.

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