

Formal Apology for Calendar Clash

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Apology for Calendar Clash

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that has arisen regarding [specific event/meeting]. Unfortunately, I have a prior commitment on [insert date and time] that I cannot reschedule.

I understand the importance of our meeting and regret any inconvenience this may cause. I value our collaboration and will make it a priority to catch up on what I missed. Please let me know if we can arrange another time to meet or if there are any materials I should review in advance.

Thank you for your understanding, and I appreciate your flexibility in this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]