

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unfortunate double-booking of our appointment on [Date]. It was never my intention to cause any inconvenience, and I deeply regret the oversight.

I value your time and understand the importance of our meeting. To rectify the situation, I would like to offer to reschedule at your earliest convenience. Please let me know what works best for you, and I will do my utmost to accommodate your schedule.

Thank you for your understanding and patience in this matter. I look forward to our conversation.

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