

Dear [Mentor's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not being able to meet with you as planned last week. I truly value the time and guidance you have provided me, and it was never my intention to cause any disappointment.

Unfortunately, [brief explanation of the reason, e.g., "an unexpected personal matter arose that required my immediate attention."]. I understand the importance of our meetings and how much I have benefited from your insights, and I regret any inconvenience my absence may have caused you.

Please let me know if we can reschedule our meeting at your convenience. I am eager to catch up and continue learning from your experiences.

Thank you for your understanding and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]