

Subject: Acknowledgment of Missed Meeting

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to acknowledge that I was unable to attend our scheduled meeting on [insert date and time]. I sincerely apologize for any inconvenience this may have caused you.

Your time is valuable, and I regret missing the opportunity to connect and discuss [insert purpose of the meeting]. I appreciate your understanding in this matter.

To ensure we are aligned and can discuss the necessary topics, I would like to propose rescheduling our meeting at your earliest convenience. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to speaking with you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]