

Apology for Missing Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on [Date] at [Time]. I regret any inconvenience this may have caused you and appreciate your understanding.

Due to [brief explanation of the reason, e.g., an unexpected personal matter], I was unable to attend. I understand the importance of our discussions and value the time and effort you put into preparing for the meeting.

I would like to propose rescheduling our meeting at your earliest convenience, as I am eager to discuss [mention key topics or objectives]. Please let me know what dates and times work best for you.

Thank you for your understanding, and I apologize once again for any disruption my absence may have caused. I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]