

Apology Letter for Missing Appointment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [Insert Date]. I understand that your time is valuable, and I regret any inconvenience my absence may have caused.

Due to [brief explanation of the reason, e.g., unforeseen circumstances], I was unable to attend. I take full responsibility for not informing you in advance and deeply regret any disruption this may have caused to your schedule.

I truly value the opportunity to meet with you and discuss [mention the purpose of the appointment]. I would greatly appreciate the chance to reschedule at your earliest convenience.

Thank you for your understanding, and I look forward to the opportunity to connect soon.

Sincerely,

[Your Name]

[Your Contact Information]