

Letter of Apology

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my inability to take your call on [Date/Time]. It was not my intention to overlook our conversation, and I regret any inconvenience this may have caused you.

Please rest assured that your call is important to me, and I value the opportunity to discuss [mention the subject briefly, if appropriate]. I would appreciate the chance to reconnect at a time that is more suitable for you.

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

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]