

Letter of Acknowledgment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge my absence from the important appointment scheduled on [Insert Date and Time]. I regret any inconvenience my absence may have caused you and am truly sorry for not being able to attend.

Understanding the significance of our meeting, I sincerely apologize for any disruption this may have caused to our agenda. I appreciate your understanding and patience regarding this matter.

Please let me know if it is possible to reschedule our meeting at a time that is convenient for you. I am eager to discuss [Insert Topic or Purpose of Appointment] and ensure we are aligned moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]