

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding regarding the flight time for our recent trip. It was never my intention to cause any distress or inconvenience.

Upon reviewing the details, I realize that I mistakenly misread the schedule, which led to confusion on the day of our departure. I fully understand how frustrating it must have been for you, and I take full responsibility for the oversight.

Please know that I value our time together and would never intentionally disrupt our plans. I am truly sorry for any trouble I may have caused, and I assure you that I will be more diligent in the future.

Thank you for your understanding. I greatly appreciate it and hope that we can move past this incident.

Warm regards,

[Your Name]