

# Apology for Inability to Catch Flight

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my inability to catch the flight to [Destination] on [Date]. Unfortunately, [brief explanation of the reason, e.g., unforeseen circumstances, delay, etc.], which resulted in my missing the flight.

I understand the inconvenience this may have caused, and I take full responsibility for the situation. I value our [business relationship/event], and it was never my intention to disrupt our plans.

I am currently looking into alternative arrangements and will ensure that I am present for our next scheduled meeting/event. Thank you for your understanding and patience in this matter.

Once again, I apologize for any trouble my absence may have caused. Please let me know if there's anything I can do to rectify the situation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]