

Request for Formal Apology

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an apology regarding the missed appointment scheduled on [Date] at [Time]. Unfortunately, [brief explanation of circumstances, if applicable].

Given the importance of this meeting, I would appreciate a formal acknowledgment of the oversight and any explanations that may be necessary to prevent such occurrences in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]