

Apology Letter Sample for Cancelled Meeting at Short Notice

Subject: Sincere Apologies for Cancelling Our Meeting on Short Notice

Dear [Recipient's Name],

I am writing to express my sincere apologies for having to cancel our meeting scheduled on [original date and time] at such short notice. Unfortunately, [brief explanation for the cancellation, e.g., an unexpected emergency/urgent matter that requires my immediate attention] has arisen.

I genuinely regret any inconvenience this may have caused, especially given the importance of our discussion and the efforts you made to accommodate this meeting. Please accept my apologies for any disruption this may have caused to your schedule.

I highly value our collaboration and would very much appreciate the opportunity to reschedule at a time that is convenient for you. Kindly let me know your available dates and times, and I will do my utmost to adjust my schedule accordingly.

Thank you for your understanding, and I look forward to meeting with you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]