

Apology Letter Sample for Cancelled Meeting Due to Double Booking

This **apology letter sample for cancelled meeting due to double booking** provides a professional and courteous way to inform the recipient about the scheduling conflict, express sincere regret for the inconvenience caused, and propose alternative arrangements. It emphasizes clear communication, responsibility, and a commitment to reschedule, helping to maintain positive relationships despite the unforeseen cancellation.

[Your Name]

[Your Position/Title]

[Your Company/Organization]

[Date]

[Recipient Name]

[Recipient Position/Title]

[Recipient Company/Organization]

Dear [Recipient Name],

I am writing to sincerely apologize for having to cancel our scheduled meeting on [original date and time]. Unfortunately, I realized that I had inadvertently double-booked myself and have another commitment at the same time that cannot be rescheduled.

I understand that this may have caused inconvenience for you, and I deeply regret any disruption to your plans. Please accept my heartfelt apologies for this oversight.

I greatly value the opportunity to meet and discuss [brief purpose or topic of the meeting]. To ensure we are still able to connect, I would like to propose rescheduling our meeting to a time that is convenient for you. Please let me know your availability in the coming days, and I will do my utmost to accommodate your schedule.

Thank you very much for your understanding and flexibility. I look forward to your reply and to the opportunity to meet soon.

Once again, I apologize for any inconvenience this may have caused.

Sincerely,

[Your Name]