

Apology Letter Sample for Cancelled Meeting Due to Emergency

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title/Position, if applicable]

[Company/Organization, if applicable]

Dear [Recipient Name],

I am writing to sincerely apologize for the short notice in cancelling our scheduled meeting on [insert date and time]. Unfortunately, due to an unforeseen emergency, I am unable to attend as originally planned.

I understand the inconvenience this may cause you and any disruption to your schedule. Please be assured that this cancellation was unavoidable, and I deeply regret any trouble it may have caused.

I value our time and collaboration, and would very much appreciate the opportunity to reschedule at a time that is convenient for you. Please let me know your available dates and times so that we can arrange a new meeting as soon as possible.

Thank you for your understanding and flexibility during this unexpected situation. I look forward to reconnecting soon.

With sincere apologies,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]