

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on [Date/Time]. Unfortunately, an unforeseen circumstance arose at the last minute, and I was unable to attend as planned.

I understand that your time is valuable, and I deeply regret any inconvenience this may have caused. Please know that this was never my intention, and I take full responsibility for not being present at our appointment.

I greatly value our partnership and am committed to ensuring that your needs are a top priority. To make up for the missed opportunity, I would appreciate the chance to reschedule our meeting at your earliest convenience. Please let me know a date and time that works best for you, and I will make it my utmost priority.

Once again, I apologize for any disruption this may have caused. Thank you for your understanding, and I look forward to reconnecting soon.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Your Company/Organization]

[Your Contact Information]