

Apology Letter for Missing Important Meeting with Client

Date: [Insert Date]

To,
[Client's Name]
[Client's Position, if applicable]
[Client's Company Name]
[Client's Address]

Dear [Client's Name],

I am writing to sincerely apologize for missing our scheduled meeting on [insert meeting date]. I understand how valuable your time is, and I deeply regret any inconvenience my absence may have caused you and your team.

Unfortunately, [briefly state reason, e.g., due to an unforeseen personal emergency], I was unable to attend as planned. I take full responsibility for not being present and assure you that this was not a reflection of my commitment to our partnership.

I greatly value our relationship and am very interested in discussing [meeting topic or project]. At your convenience, I would appreciate the opportunity to reschedule our meeting or to connect in another way that works best for you. Please let me know your availability, and I will do my utmost to accommodate your schedule.

Again, I apologize for any trouble my absence may have caused and thank you for your understanding. I look forward to speaking with you soon.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]