

Date: [Insert Date]

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

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on [insert date and time]. Unfortunately, due to an unforeseen emergency, I was unable to attend as planned.

I understand the importance of our meetings and the effort you make to accommodate these appointments in your busy schedule. Please accept my deepest apologies for any inconvenience my absence may have caused.

While the situation was beyond my control, I take full responsibility for not being present and regret any disruption this may have resulted in for you and your team. Please rest assured that I remain fully committed to our collaboration and to providing you with the highest level of service.

I would be grateful if we could reschedule our meeting at a time that is convenient for you. Please let me know your availability, and I will do my utmost to accommodate.

Thank you for your understanding and patience. I appreciate your flexibility and look forward to continuing our productive partnership.

Sincerely,

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