

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

Dear [Recipient Name],

I am writing to sincerely apologize for the miscommunication that occurred regarding the scheduling of our recent meeting. I understand that the confusion may have caused inconvenience and disrupted your plans, and for that, I am truly sorry.

After reviewing the correspondence, I realize that there was an error in communicating the correct date and time for our meeting. I take full responsibility for this oversight and appreciate your understanding in this matter.

To clarify, our meeting is scheduled for **[Insert Correct Date and Time]** at **[Insert Location or Platform]**. Please let me know if this still works for you or if any adjustments are needed.

Moving forward, I will ensure that all communication regarding meetings is double-checked for accuracy and confirmed with all involved parties to avoid similar misunderstandings. Your time is valuable, and I deeply regret any inconvenience this may have caused.

Thank you for your patience and understanding. Please feel free to contact me directly if you have any questions or further concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]