

Apology Letter Sample for Cancelled Meeting with Boss

Dear [Boss's Name],

I am writing to sincerely apologize for having to cancel our scheduled meeting on [date and time]. I understand that your time is valuable, and I regret any inconvenience this may have caused.

Unfortunately, [briefly state the reason, e.g. "I was required to attend to an urgent matter that could not be postponed"]. I assure you that this was an unavoidable situation, and I deeply regret any disruption this might have caused to your plans.

Please let me know a convenient time for you to reschedule our meeting. I am eager to discuss [agenda or topic], and am committed to ensuring we connect at your earliest convenience.

Thank you very much for your understanding. I appreciate your consideration, and I am looking forward to meeting with you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]