

Date: [Insert Date]

To: [Client Name]

[Client's Company Name]

[Client's Address]

Dear [Client Name],

I am writing to sincerely apologize for missing our scheduled meeting on [insert meeting date]. Unfortunately, I was unwell due to a sudden illness and was unable to inform you in advance or participate as planned.

I understand that your time is extremely valuable, and I regret any inconvenience or disruption this may have caused you or your team. Please be assured that this was unforeseen and certainly not my intention.

Maintaining a strong and reliable partnership with you is very important to me. I remain fully committed to our collaboration and am eager to continue our discussions. I am now recovering and available to reschedule at your earliest convenience. Please let me know your preferred dates and times, and I will do my utmost to accommodate your schedule.

Thank you very much for your understanding and patience. I look forward to reconnecting soon and continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]