

# Formal Apology Letter for Being Absent from Client Meeting

[Your Name]  
[Your Position/Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Position/Title]  
[Client's Company Name]  
[Client's Company Address]  
[City, State, ZIP Code]

Dear [Client's Name],

I am writing to offer my sincerest apologies for being unable to attend our scheduled meeting on [Date] regarding [subject or purpose of the meeting]. I fully understand the importance of our appointments and deeply regret any inconvenience my absence may have caused.

Unfortunately, [brief reason for absence, e.g., an unexpected personal obligation arose that required my immediate attention or I was unwell and unable to attend]. Please know that this was in no way intentional, and I take full responsibility for not informing you earlier.

I value the relationship we have built and am committed to ensuring that progress on our projects is not hindered by this incident. I have reviewed the meeting agenda and the points that were to be discussed, and I am available at your convenience to reschedule or address any outstanding matters.

Once again, I sincerely apologize for any disruption my absence may have caused. Please let me know a suitable time for us to reconnect, or if there is any information I can provide in the interim.

Thank you for your understanding and continued partnership.

Yours sincerely,

[Your Name]  
[Your Position/Title]  
[Company Name]