

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

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

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence at our scheduled meeting on [Date and Time of Meeting]. I regret any inconvenience or disruption this may have caused you and your team. Maintaining strong and reliable professional relationships is very important to me, and I take full responsibility for missing the appointment.

The reason for my absence was [please provide a detailed, honest explanation-such as an unforeseen personal emergency, urgent professional obligation, or technical difficulty]. Unfortunately, I was unable to inform you promptly as the situation developed unexpectedly. I understand that my lack of attendance may have disrupted your plans and caused inconvenience, for which I am truly sorry.

Please rest assured that I am taking measures to prevent such occurrences in the future, including [briefly describe any steps for improved communication or planning, such as updating calendar alerts, arranging backup communication methods, etc.]. Your time is valuable, and I deeply regret any negative impact my absence may have caused.

I would appreciate the opportunity to 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 your schedule. I am committed to ensuring our collaboration continues smoothly and that you can rely on my punctuality and professionalism in all future interactions.

Thank you for your understanding and consideration. I look forward to your response and to working together productively in the future.

Sincerely,  
[Your Name]