

Date: [Insert Date]

Dear [Client's Name],

I am writing to sincerely apologize for missing our scheduled meeting on [meeting date and time]. I greatly value your time and understand that my absence may have caused inconvenience or disruption to your plans.

Unfortunately, [briefly explain reason for missing the meeting, e.g., "I was unexpectedly delayed due to a family emergency" or "an urgent matter arose that required my immediate attention"]. Please be assured that missing our appointment was not intentional, and I take full responsibility for not providing you with timely notice.

I truly appreciate your understanding and patience regarding this matter. I am eager to reschedule our meeting at your convenience to address any outstanding matters and ensure we continue making progress together. Please let me know a date and time that work best for you, and I will prioritize your availability.

Maintaining a strong and transparent relationship with you is of utmost importance to me. Thank you for your understanding, and I look forward to reconnecting soon.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Contact Information]