

Subject: Apology for Miscommunication Regarding Meeting Schedule

Dear [Boss's Name],

I am writing to sincerely apologize for the miscommunication regarding the schedule of our recent meeting. I understand that this has caused confusion and may have disrupted your plans.

The correct meeting details are as follows:

**Date:** [Correct Date]

**Time:** [Correct Time]

**Location:** [Meeting Location or Platform]

I take full responsibility for the mistake and truly regret any inconvenience it may have caused. Please be assured that I am taking extra care to double-check all communications in the future to prevent similar issues.

Once again, I apologize for the oversight and thank you for your understanding. Please let me know if there is anything else I can do to rectify the situation.

Sincerely,  
[Your Name]