

Subject: Sincere Apologies for Missing Our Scheduled Meeting

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting earlier today. I understand your time is valuable, and I deeply regret any inconvenience my absence may have caused.

Unfortunately, due to [brief and honest explanation, e.g., an unexpected emergency/urgent matter that required my immediate attention], I was unable to attend at the last minute. Please know this was never my intention, and I take full responsibility for the oversight.

I greatly value our partnership and the opportunity to work together. To make up for the missed meeting, I would be grateful if we could reschedule at a time most convenient for you. Please let me know your availability, and I will do my best to accommodate.

Once again, I apologize for any disruption caused and thank you for your understanding. I look forward to connecting soon and continuing our successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]