

Dear [Client Name],

I am writing to sincerely apologize for missing our scheduled meeting on [Date]. I deeply regret any inconvenience this may have caused you and your team.

Due to [brief explanation, e.g., an unexpected scheduling conflict/an oversight on my calendar], I was unable to attend as planned. I fully recognize the value of your time and the importance of our collaboration.

Please rest assured that this was unintentional, and I am taking steps to ensure it does not happen again. I am committed to maintaining a strong and reliable working relationship with you.

I would greatly appreciate the opportunity to reschedule our meeting at your earliest convenience. Please let me know your availability or if there is any additional information I can provide in the meantime.

Thank you for your understanding and patience. I look forward to connecting with you soon and continuing our productive partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]