

[Your Company Letterhead]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing on behalf of [Your Company/Organization] to sincerely apologize for the error that occurred in scheduling our recent appointment. We understand how valuable your time is, and we deeply regret any inconvenience or disruption this may have caused to your schedule.

Upon reviewing our records, we realized that the meeting was mistakenly set for [incorrect date/time], whereas it should have been scheduled for [correct date/time] as originally intended. This oversight was unintentional, and we take full responsibility for the mix-up.

In light of this, we would like to offer to reschedule the appointment at your earliest convenience. Please let us know a time that works best for you, or feel free to select from the following possible dates and times:

- [Option 1]

- [Option 2]

- [Option 3]

Thank you very much for your understanding and patience. We highly value our relationship and are committed to providing you with the highest standard of service. Should you have any further questions or require additional assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Once again, please accept our apologies for this mistake. We appreciate your cooperation and look forward to meeting with you soon.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization]