

Apology Letter Template for Missing Virtual Client Meeting

Dear [Client Name],

I am writing to sincerely apologize for missing our scheduled virtual meeting on [Date and Time]. I deeply regret any inconvenience this may have caused, as I value your time and the opportunity to connect and collaborate.

Due to [brief reason if appropriate, e.g., an unforeseen emergency/conflict], I was unable to attend as planned. Please rest assured that this is not reflective of my commitment to our partnership and to maintaining clear and timely communication.

I understand the importance of our meeting and am eager to address any topics or questions that may have gone unanswered. I kindly ask if we could reschedule at your earliest convenience. Please let me know your preferred date and time, and I will do my utmost to accommodate.

Thank you for your understanding and patience. I am committed to ensuring our continued collaboration and delivering the quality of service you expect.

Sincerely,

[Your Name]

[Your Position/Company]

[Contact Information]