

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Position/Title]  
[Client's Company Name]  
[Client's Address]  
[City, State ZIP Code]

Dear [Client's Name],

I am writing to offer my sincerest apologies for not being able to attend the important meeting scheduled on [meeting date]. I understand the significance of our discussions and sincerely regret any inconvenience my absence may have caused you and your team.

Unfortunately, [briefly state valid reason for absence, e.g., "I was called away unexpectedly due to a personal emergency" or "an unforeseen scheduling conflict arose that required my immediate attention"]. Please rest assured that missing this meeting was not intentional, and I fully recognize the value of the time you set aside for our engagement.

Maintaining a strong and mutually beneficial professional relationship with you is extremely important to us. To demonstrate our ongoing commitment, I would like to propose rescheduling the meeting at your earliest convenience, or alternatively, we can arrange a call or video conference if that is preferable to you. Please advise your preferred date and time, and I will do my utmost to accommodate your schedule.

Once again, I offer my deepest apologies for any disruption caused. I remain dedicated to addressing any outstanding matters and ensuring continuity in our collaboration. Thank you for your understanding, and I look forward to your response.

Yours sincerely,  
[Your Name]  
[Your Position]