

Sample Formal Letter with Apology for Rescheduling Meeting

This sample formal letter with **apology for rescheduling meeting** provides a professional template to communicate a change in scheduled plans. It emphasizes expressing sincere regret for any inconvenience caused, clearly stating the reason for rescheduling, and politely proposing alternative dates. This approach maintains respectful and courteous communication, helping to preserve positive relationships and understanding between all parties involved.

[Your Name]
[Your Position]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for any inconvenience caused by the need to reschedule our upcoming meeting, originally planned for [original date and time].

Unfortunately, due to [briefly state the reason, e.g., a scheduling conflict/unforeseen circumstances/urgent matter that requires my immediate attention], I will be unable to attend at the previously agreed time.

I highly value our collaboration and would like to propose rescheduling our meeting to a more convenient time. Please let me know your availability for [suggest two or three alternative dates and times], or advise if there is another time that works better for you.

I apologize once again for any inconvenience this may cause and appreciate your understanding and flexibility. I look forward to our discussion and to continuing our productive relationship. Please feel free to contact me if you have any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]