

Professional Apology Letter for Missing Scheduled Meeting with Client

Dear [Client Name],

I am writing to sincerely apologize for missing our scheduled meeting on [date]. I understand that your time is valuable, and I deeply regret any inconvenience my absence may have caused.

Unfortunately, due to [brief reason, e.g., an unexpected commitment], I was unable to join our appointment as planned. Please accept my sincere apologies for not informing you sooner and for any disruption this may have caused to your schedule.

I greatly value our relationship and am committed to providing you with the highest level of professionalism. I would appreciate the opportunity to reschedule our meeting at a time that is most convenient for you. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding and patience. I assure you that I am taking steps to ensure greater punctuality in the future.

Once again, I apologize for any inconvenience and appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]