

Heartfelt Apology for Postponing Meeting

Subject: Apologies for Postponing Our Meeting

Dear [Recipient's Name],

I deeply regret having to postpone our meeting that was scheduled for [Original Date and Time]. I value your time and understand the disruption this may cause.

Please let me know if [New Date and Time] works for you, as I would like to ensure we meet at a convenient time. I truly appreciate your patience and understanding.

Warm regards,

[Your Name]

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