

Heartfelt Apology Letter

Subject: Apology for Missing Our Appointment

Dear [Recipient Name],

I sincerely apologize for having to cancel our meeting on [Date]. I truly value your time and regret any inconvenience this may have caused.

Please accept my apologies and let me know when it would be suitable to reschedule. I am eager to meet and discuss the matters planned.

Warm regards,

[Your Name]

[Date]

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