

Professional Apology Email for Missing a Client Meeting

Subject: Apology for Missing Our Scheduled Meeting

Dear [Client's Name],

I would like to extend my sincere apologies for missing our scheduled meeting on [date]. An urgent matter required my immediate attention, and I regret any inconvenience caused to you and your team.

I value our professional relationship and the opportunity to collaborate with you. Please let me know a convenient time for you, and I will gladly adjust my schedule to meet without delay.

Thank you for your understanding.

Respectfully,

[Your Name]

[Designation]

[Company Name]

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