

Sincere apology to important client

Subject: Sincere Apologies - Must Reschedule Our Meeting Due to Illness

Dear [Client Name],

I hope this message finds you well. I am writing with sincere regret to inform you that I must postpone our important meeting scheduled for [date] at [time] due to unexpected illness.

I understand how valuable your time is, and I am truly sorry for any inconvenience this may cause.

This meeting is extremely important to me, and I want to ensure I can give you my full attention and best service when we meet.

I am committed to rescheduling at your earliest convenience. Would [suggest 2-3 alternative dates] work for you? I am flexible and will work around your schedule.

In the meantime, if there are any urgent matters you'd like to discuss, my colleague [Name] is fully briefed on our project and can assist you at [contact information].

Thank you for your understanding and patience. I look forward to meeting with you soon.

Warmest regards,

[Your Name]

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