

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my apologies for missing our scheduled meeting on [date] at [time]. Unfortunately, [brief explanation of the reason for missing the meeting, if appropriate].

I understand the importance of our discussion and would like to reschedule at your earliest convenience. Please let me know when you would be available for us to reconvene.

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]