[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: MY APOLOGIES FOR MISSING OUR APPOINTMENT**

Dear [CONTACT NAME],

I want to apologise to you – there is utterly no excuse for my not meeting with you on [DATE] or at least not getting the word out to you. I had written the time and date down in my appointment book, but somehow I got the day mixed up.

Please forgive me. I am anxious to see you and will call to reschedule a new time. I will not disappoint you this time.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]