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| Apologies for Missed Appointment * [Example 1](https://www.bizdocx.com/business-letters/appointments/apologies-for-missed-appointment/?upm_export=doc#tabs-172-0-0)
* [Example 2](https://www.bizdocx.com/business-letters/appointments/apologies-for-missed-appointment/?upm_export=doc#tabs-172-0-1)
* [Example 3](https://www.bizdocx.com/business-letters/appointments/apologies-for-missed-appointment/?upm_export=doc#tabs-172-0-2)

Example 1: Sample Letter of Apologies for Missed AppointmentCompany Name or LetterheadAddressCity, State ZipDateAddresseeAddressCity, State ZipDear Mr. Davidson:I offer my sincere apologies for missing our meeting on February 12th. I was unavoidably detained by some urgent business. I hope we can reschedule because I believe our bookkeeping software can be a real asset to your accounting department. I will call you this week to arrange an appointment.Sincerely,Example 2: Letter of Apologies for Missed AppointmentCompany Name or LetterheadAddressCity, State ZipDateAddresseeAddressCity, State ZipDear Mrs. Kelly:Please accept my apology for missing our appointment on Monday. Be assured this does not reflect a lack of interest in participating in the Teasdale/Allen project. The project seems to be an exciting one, and I believe I have the architectural expertise to contribute. I will contact you within the week to reschedule.Sincerely,Example 3: Apologies for Missed Appointment LetterCompany Name or LetterheadAddressCity, State ZipDateAddresseeAddressCity, State ZipDear Mr. Lopez:I am sorry for the inconvenience my absence at our Thursday morning meeting might have caused. My schedule last week was unexpectedly hectic, and I regret I was unable to reach you in time to advise you of my change of plans. I would still like to discuss how our financial services could maximize your savings without having to make high-risk investments. Can we make another appointment for the week of the 11th?Sincerely, |
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