

Apology Letter for Cancelling a Date or Appointment

[Your Name]

[Address]

[Date]

Dear [Name],

I had marked my calendar to make sure that I meet you on [date]. I know you were very excited about this meeting and had been planning since two weeks. I was equally anxious to see you.

I had been occupied with work lately due to which my social life has almost died. One day before our meeting, I had to travel out of city for a very important conference. I did try to schedule it for some other day but it wasn't possible as I had to meet this delegation from china and it was very important for our company and for me as well. My manager would have been very upset if I wasn't able to attend this meeting.

You have always very understood towards my work routine and supported me for everything I do. I am sure you would have felt bad but I know you understand my reasons. I am glad to tell you that I am not very busy these days and we can schedule to meet soon over a cup of coffee or even dinner at your favorite place.

Please accept my sincere apology. I will be waiting to hear from you soon. Also, let me know when you are available so that, this time I can do the honor to plan an outing with you.

Sincerely,

[Senders Name]