##  Missed Business Appointment Letter

Sarah Wells
ABC Marketing Manager
123 North Ridge Road
Chandler, AR 76920

John Smith
Business Solutions, Inc.
777 West Road
Chandler, AR 76920

September 3, 2015

RE: Reason for Missed Business Appointment

Dear Mr. John Smith,

First of all, I want to express my sincerest apology to you sir for missing our scheduled appointment last Tuesday. I have no doubt that you were waiting and wondering about my whereabouts and why I didn't show up for our appointment.

Unfortunately, I received an emergency phone call from my daughter's school due to an accident she was involved in. Thankfully, she is now fine. However, at the time, this important matter required immediate attention from me as her mother as you can surely understand.

Please forgive me for not calling you on the same day as my daughter's accident, as everything was so chaotic and even somewhat of a blur. However, I would like to move forward with our plans and reschedule another appointment. Also, I hope this incident has not changed our professional working relationship in any way.

Again, I am truly sorry for the inconvenience and hope to hear from you soon.

Sincerely,

(sign your name here)

Sarah Wells
ABC Marketing Manager ​