Personal Apology Letter

I am so sorry I missed our appointment last Tuesday morning. It must have been very upsetting for you to make all the effort to get to my office on time, only to have me fail to arrive. Unfortunately, my daughter was involved in a car accident, and everything else simply slipped my mind.

Would you prefer to reschedule next time you are in Springfield, or simply speak on the phone? I will be visiting Centerville during the week of June 10, and we could arrange to meet then if you like. In any case, when we do meet, let me take you out to lunch. I look forward to hearing from you.