Personal Apology Letter

Dear Sofia,

I’m truly sorry I missed our date yesterday. I have no excuse for not showing up on time and keeping you waiting.

I understand you must be upset with me. I hate letting other people down, especially those I care about. Next time I will be better organized and find a way to contact you if I can’t make it, no matter what’s going on.

If you’ll accept my apology and allow me to make it up to you, I would love to take you to dinner tomorrow evening.

Sincerely,

John