

## Casual Apology Message to Colleague for Missing a Meeting

Subject: So sorry I missed our meeting!

Hi [Colleague's Name],

I'm really sorry I missed our meeting this morning. I [honest reason: completely lost track of time/had an emergency/double-booked myself], and I feel terrible about wasting your time.

I know you had set aside time specifically to discuss [topic], and I should have been more organized/communicated better. That's on me.

Are you available [suggest specific times] to reschedule? I'll make sure to set multiple reminders this time and will come fully prepared.

Again, my apologies for the inconvenience.

Best,

[Your Name]

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