

Business Letter for Apology

From,
Griffith Daniels
6818 Eget St.
Tacoma AL 92508
(425) 288-2332

Date: 01-05-2011

To,
Madeline Gregory
977-4841 Ut Ave
Walla Walla Michigan 82776

Subject: (*****)

Dear Madeline Gregory,

I request you to accept my apology because of my absence in the Adobe presentation which was conducted on 15th April 2019. I realise the value of this meeting for our organization, and it was extremely unprofessional of me not to attend this presentation without any prior notice. I understand that my absence is embarrassing for our company. The meeting must have seemed amateurish in front of so many customers. Not only this made the meeting seem worthless but also there has been a setback in the finalization of the deal.

I am taking the whole responsibility of my inability to turn up at the meeting. Due to some family reasons, I had to travel to another city suddenly. However, this is my problem, and I am extremely regretful about this situation. I assure you that this won't be a problem in the upcoming days and I will take necessary measures to ensure this doesn't happen again.

I have sent an apology letter to our Chairman, CEO, and my manager and talked with ETC Ltd to reschedule the meeting today after tomorrow. I will be glad to fix anything else that is required of me. Please let me know.

Sincerely,
(Your Signature)
Griffith Daniels

