November 12, 2017

SADIQ MEER

KAIDABAD

KARACHI, PAKISTAN

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| **OBJECT:APOLOGY FOR MISSING AGREEMENT** |

DEAR [CONTACT NAME],

I want to apologize to you ­­­ there is utterly no excuse for my not meeting with you on [DATE] or at least not getting word to you. I had written the time and date down in my appointment book, but somehow I got the day mixed up.

Please forgive me. I am anxious to see you and will call to reschedule a new time. I will not disappoint

You this time.

Sincerely

Sadiq Meer

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