

Writing a formal email – An apology

From: Mart.Simmons@fastline.co.uk
To: Pat.Smithson@MedexConfOrg.com
Subject: Martin Simmons Conference Presentation 18/10

Dear Mrs Smithson,

Thank you for your email outlining the technical resources available for my presentation at the Medex Conference in London on the 18th October. Regretfully, I am writing to inform you that it is no longer possible for me to attend the conference on the 18th. I really am very sorry about this and am aware of the inconvenience it will cause, but due to unforeseen circumstances, I will not be able to leave Manchester on that day.

If it would help, I was wondering whether it might be at all possible for you to move my presentation to the Sunday. I am able to attend the conference on the 19th and if there is any possibility that you could rearrange the conference schedule, I would be delighted to give my talk on that day. Could you possibly let me know if this might be an option?

Alternatively, I was thinking that I could perhaps brief one of my colleagues to deliver my presentation on the 18th. I have two colleagues who are well acquainted with the work I was planning to present and I'm confident that both of them would act as more than adequate replacements in my absence.

Once more, please accept my sincerest apologies for my non-attendance on the 18th and any inconvenience caused. I hope that my suggestions for possible solutions to the problem might be practicable and I look forward to hearing from you in that regard.

Best regards,

Martin Simmons
Clinical Research Co-ordinator,
Valley Medical Practice

