

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [Original Date]. I understand that your time is valuable, and I regret any inconvenience my absence may have caused.

To ensure we can connect, I would like to propose a new appointment time. If it works for you, I am available on [New Date and Time]. However, if this is not convenient, please let me know your preferred schedule, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]