

Appointment Rescheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on [Original Date and Time]. Unfortunately, [brief explanation of the reason for missing the meeting].

I value our conversation and would appreciate the opportunity to reschedule at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]