

Subject: Follow-Up on Missed Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding your missed appointment scheduled on [Date] at [Time]. I understand that things can come up unexpectedly.

To ensure we can connect, I would like to offer you some options to reschedule:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know which option works best for you, or feel free to suggest another time that may be more convenient.

Thank you for your attention, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]