

Follow-Up: Missed Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on your recent appointment scheduled for [Original Date and Time], which we unfortunately missed.

We understand that circumstances can change unexpectedly, and we want to ensure that you receive the care and attention you need. Please let us know your availability so we can reschedule your appointment at a time that is most convenient for you.

You can reach us at [Your Phone Number] or reply to this email to find a suitable time.

Thank you for your understanding, and we look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]