

Dear [Recipient's Name],

We hope this message finds you well. We noticed that you missed your scheduled consultation on [Original Date]. We understand that unforeseen circumstances can arise.

We would like to offer you the opportunity to reschedule your consultation at a time that is convenient for you. Please let us know your availability, and we will do our best to accommodate your schedule.

Thank you for your understanding, and we look forward to speaking with you soon!

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]