

Proposed New Date for Missed Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our recently missed appointment that was scheduled for [Original Date]. I apologize for any inconvenience this may have caused.

To ensure that we can meet and discuss [Purpose of Appointment], I would like to propose a new date for our appointment. Would [Proposed New Date and Time] work for you? If not, I am happy to accommodate your schedule and find a more suitable time.

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

Best regards,

[Your Name]

[Your Contact Information]