

Subject: Follow-Up on Missed Office Hour Appointment

Dear [Professor/Instructor's Name],

I hope this message finds you well. I wanted to follow up regarding our scheduled office hour appointment on [Date] at [Time], which I unfortunately missed due to [brief explanation, if applicable].

I value the opportunity to discuss [mention specific topics or questions you wanted to address] and would appreciate any chance to reschedule our meeting. Please let me know your availability in the coming days, or if there's an alternative way I can get in touch with you regarding these matters.

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

Best regards,

[Your Name]

[Your Student ID]

[Your Course/Program]

[Your Contact Information]