

Follow-Up on Missed Service Assurance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the service assurance that was scheduled for [original date]. Unfortunately, we missed our appointment and I wanted to ensure that we address any concerns or needs you may have regarding our services.

We value your partnership and want to provide you with the best possible support. Please let us know a convenient time for you to reschedule this meeting, or if there is anything we can assist you with in the meantime.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]