

# Excuse Letter for Missing Appointments

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to sincerely apologize for missing my recent appointments on [list the dates of missed appointments].

Due to [brief explanation of reason, e.g., unforeseen circumstances, illness, personal matters], I was unable to attend. I understand the importance of these meetings, and I regret any inconvenience this may have caused.

I value our time and program, and I am committed to making up for these missed appointments. If possible, I would appreciate the opportunity to reschedule at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]