

Explanation for Missed Appointment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my appointment on [Insert Appointment Date and Time]. Unfortunately, [brief explanation of the reason for missing the appointment, e.g., due to unforeseen circumstances or an emergency].

I value and respect your time, and I am truly sorry for any inconvenience this may have caused. I would greatly appreciate the opportunity to reschedule my appointment at your earliest convenience.

Thank you for your understanding. Please let me know a suitable time for us to meet.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]