

# Letter of Concern

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the absence during our confirmed appointment on [Appointment Date] at [Appointment Time]. I was looking forward to discussing [specific topic or issue] and was disappointed not to see you.

Understanding that unforeseen circumstances can arise, I would like to reschedule our meeting at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

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

Sincerely,  
[Your Name]