

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my frustration regarding the recent appointment we had scheduled on [insert date], which unfortunately did not take place.

Despite confirming the appointment in advance, I arrived at the agreed time only to find that [reason for the appointment not being fulfilled, e.g., "you were unavailable" or "no one was present"]. This experience was not only disappointing but also a significant inconvenience as I had set aside this time specifically for our meeting.

I believe that clear communication and commitment are paramount in any professional relationship. I would appreciate your attention to this matter and hope to reschedule at your earliest convenience to discuss [subject of the appointment].

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]