

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [original date and time]. I regret any inconvenience this may have caused you.

Due to [brief explanation of reason for missing the appointment], I was unable to attend. I value your time and appreciate your understanding regarding this matter.

I would like to propose rescheduling our meeting at a time that is convenient for you. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule.

Thank you for your understanding and patience. I look forward to your reply and the opportunity to meet soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]