

## **Subject: Follow-Up on Missed Appointment**

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our scheduled appointment on [Date] at [Time], which we unfortunately missed.

Understanding that circumstances can arise unexpectedly, I would like to offer the opportunity to reschedule at your earliest convenience. Your insights are important to me, and I appreciate the time you set aside for our meeting.

Please let me know your availability for the upcoming days, and I will do my best to accommodate. Thank you for your understanding, and I look forward to connecting soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]