

Missed Appointment Acknowledgment

Dear [Client Name],

We hope this message finds you well. We acknowledge that you were unable to attend your scheduled appointment on [Original Appointment Date]. We understand that unforeseen circumstances can arise.

We would like to offer you the opportunity to reschedule your appointment at a time that is convenient for you. Please let us know your availability for the following days:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Feel free to reply to this email or call us at [Phone Number] to confirm your new appointment time.

Thank you for your understanding, and we look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]