

Missed Appointment Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I unfortunately missed our scheduled appointment on [Original Date]. I sincerely apologize for any inconvenience this may have caused.

To ensure we connect, I would like to propose a new date for our meeting. Would [Proposed Date and Time] work for you? If not, please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Contact Information]