

# Appointment Rescheduling Request

Dear [Recipient's Name],

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

Could we please arrange a new appointment at your earliest convenience? I am available on [Provide two or three options for new appointments] but I am willing to accommodate your schedule as needed.

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

Best regards,  
[Your Name]  
[Your Contact Information]