

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my scheduled appointment on [date of missed appointment]. Unfortunately, [brief explanation of the reason for missing the appointment].

I value the opportunity to meet with you and would like to request a new appointment at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to speaking with you soon.

Best regards,

[Your Name]