

Appointment Rescheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to apologize for missing our scheduled appointment on [original date and time]. I understand that your time is valuable, and I sincerely regret any inconvenience this may have caused.

I would like to propose a new time to meet. Would [proposed new 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 meeting.

Best regards,

[Your Name]

[Your Contact Information]