

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our appointment scheduled on [Insert Date and Time]. I am truly sorry for any inconvenience this may have caused you.

Unfortunately, [brief explanation of the reason for missing the appointment]. I understand the importance of our meeting and regret not being able to attend.

I value our relationship and would greatly appreciate the opportunity to reschedule at your earliest convenience. Please let me know when you would be available, and I will do my best to accommodate.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Contact Information]