

# Letter of Explanation for Missed Appointment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [Insert Date]. Unfortunately, [brief explanation of the reason for missing the appointment, e.g., an unexpected emergency, illness, scheduling conflict].

I understand the importance of our meeting and truly regret any inconvenience my absence may have caused. I value our relationship and would greatly appreciate the opportunity to reschedule at your earliest convenience.

Please let me know a time that works for you, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]