

Appointment Absence Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you that I will be unable to attend my scheduled appointment on [Insert Date of Appointment] due to [reason for absence].

I apologize for any inconvenience this may cause and would like to reschedule the appointment at your earliest convenience. Please let me know available times, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]