

Appointment Acknowledgment

Dear [Recipient's Name],

We are writing to acknowledge the failed appointment scheduled on [Date] at [Time]. We regret any inconvenience this may have caused you.

If you would like to reschedule your appointment, please contact us at your earliest convenience. Our team is here to assist you and ensure you receive the service you need.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]