

Follow-Up on Missed Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our scheduled appointment on [Date] at [Time], which we unfortunately missed.

I understand that circumstances can sometimes prevent us from keeping appointments. I would like to reschedule at a time that is more convenient for you. Please let me know your availability for the upcoming days.

Thank you for your understanding, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]