

Missed Appointment Notification

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that your scheduled appointment on [Date] at [Time] was missed.

If you would like, we can help you reschedule your appointment at a convenient time. Please contact us at [Contact Information] or reply to this email.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]