

# Missed Consultation Advisory

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to remind you that you missed your scheduled consultation on [Date] at [Time]. We understand that unforeseen circumstances can arise.

To ensure that you receive the support you need, we would like to offer you the opportunity to reschedule your appointment. Please let us know your availability so that we can accommodate your needs.

We appreciate your understanding and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]