

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for missing our scheduled appointment on [original appointment date]. Due to [brief explanation of the reason], I was unable to attend.

I value the time and effort you dedicate to our meetings, and I would like to request the opportunity to reschedule our appointment. I am available on [provide two or three alternative dates/times], but I am more than willing to accommodate your schedule as best as I can.

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

Sincerely,

[Your Name]

[Your Position, if applicable]