

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [Date]. I understand that your time is valuable, and I regret any inconvenience my absence may have caused you.

Due to [brief explanation of the reason], I was unable to attend, and I take full responsibility for not informing you in advance. I truly value our relationship and appreciate the effort you put into our meetings.

To rectify this situation, I would love to reschedule our appointment at a time that is convenient for you. Please let me know your availability, and I will do my best to accommodate it.

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

Warm regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]