

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled appointment on [Date of Appointment]. Unfortunately, [brief explanation of the reason for your absence, if appropriate].

I understand the importance of our meeting and deeply regret any inconvenience that my absence may have caused you. I value our relationship and would appreciate the opportunity to reschedule our appointment at your earliest convenience.

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

Sincerely,

[Your Name]