

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 regret any inconvenience this may have caused you.

Unfortunately, [brief explanation of the reason for missing the appointment, e.g., an unforeseen circumstance or scheduling conflict]. I value your time and understand the importance of our meeting.

I would greatly appreciate the opportunity to reschedule at your earliest convenience. Please let me know when you are available, and I will do my best to accommodate your schedule.

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

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]