

# Apology for Missing Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing our appointment on [Date] at [Time]. I deeply regret any inconvenience this may have caused you.

Unfortunately, [brief explanation of the reason, if appropriate, e.g., unforeseen circumstances, a personal emergency]. I value your time and understand the importance of our meeting.

I appreciate your understanding and would like to reschedule our appointment at a time that is convenient for you. Please let me know your available times, and I will do my best to accommodate.

Thank you for your patience, and I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Contact Information]