

Missed Appointment Alert

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that you missed your scheduled appointment for academic advising on [Date] at [Time].

We understand that circumstances arise, and we encourage you to reschedule your appointment at your earliest convenience. Please contact our office at [Phone Number] or reply to this email to set up a new meeting time.

It's important to discuss your academic progress and plans, and we are here to help you succeed.

Thank you, and we look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Title]
[Institution Name]
[Contact Information]