

# Follow-Up on Missed Appointment

Dear [Client's Name],

We hope this message finds you well. We noticed that you were unable to attend your scheduled consultation on [Date] at [Time]. We understand that unforeseen circumstances can arise.

We would like to offer you the opportunity to reschedule your appointment at a time that is convenient for you. Please let us know your availability, and we will do our best to accommodate your needs.

Thank you for your understanding, and we look forward to speaking with you soon.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]