

Subject: Follow-Up on Missed Appointment

Dear [Client's Name],

I hope this message finds you well. I wanted to reach out regarding our scheduled meeting on [date] at [time] that we unfortunately missed.

I understand that circumstances can arise, and I would love the opportunity to reschedule at a time that is more convenient for you. Please let me know your availability, and I will do my best to accommodate.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]