

# Missed Appointment Notice

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We noticed that you were unable to attend your scheduled appointment on [Insert Appointment Date and Time] regarding your financial planning.

We understand that unexpected situations can arise, and we want to ensure that you have the opportunity to discuss your financial goals and needs.

Please let us know if you would like to reschedule your appointment at a time that is more convenient for you. You can reach us at [Insert Contact Information].

Thank you for your attention, and we look forward to connecting with you soon.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Contact Information]