

Missed Appointment Notification

Dear [Client's Name],

We hope this message finds you well. We want to inform you that we have noticed you missed your scheduled appointment on [Date] at [Time]. We understand that unforeseen circumstances can arise.

To ensure you receive the services you need, we would like to offer you the opportunity to reschedule your appointment at a time that is convenient for you. Please reply to this email or contact us at [Phone Number] to set a new date and time.

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

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