

Dear [Client's Name],

We hope this message finds you well. We noticed that you missed your scheduled appointment on [Date] at [Time]. We understand that things can come up unexpectedly.

We value your time and would like to offer you the opportunity to reschedule your appointment at your earliest convenience. Please let us know your availability, and we will do our best to accommodate your schedule.

Thank you for your understanding. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]