

Clarification Letter for Missed Service Appointment

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I am writing to clarify the circumstances surrounding my missed service appointment scheduled on [Insert Appointment Date] at [Insert Appointment Time]. I want to express my sincere apologies for any inconvenience this may have caused.

Due to [brief explanation of the reason for missing the appointment, e.g., a personal emergency, unexpected circumstances], I was unable to attend. I understand the importance of keeping appointments and regret any disruption this may have caused in your schedule.

I would appreciate the opportunity to reschedule my service appointment at your earliest convenience. Please let me know any available dates and times so that I may accommodate the rescheduling process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]