

# Service Appointment Rescheduling

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your service appointment originally scheduled for [Original Date and Time] was missed.

We understand that unexpected circumstances can arise, and we would like to reschedule your appointment at a time that is convenient for you.

Would you be available on [Proposed Date and Time 1] or [Proposed Date and Time 2]? If neither of these options works for you, please let us know your preferred time, and we will do our best to accommodate you.

We appreciate your understanding and look forward to serving you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]