

Follow-up on Missed Consultation

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our scheduled consultation on [Date] that we unfortunately missed. I understand that unforeseen circumstances can arise, and I want to ensure that we can still address your needs.

To that end, I would like to offer you alternative dates and times for a rescheduled appointment:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

Please let me know which option works best for you, or feel free to suggest another time that may be more convenient.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]