

Follow-Up on Your Missed Appointment

Dear [Client's Name],

We noticed that you were unable to attend your scheduled appointment on [Date] at [Time]. We hope everything is alright.

Your feedback is important to us, and we would appreciate it if you could take a moment to let us know what happened. Understanding your experience helps us to improve our services.

If you would like to reschedule your appointment or discuss any concerns, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention, and we look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]