

Sample Letter for Apologize for Missing an Appointment

[COMPANY]
[ADDRESS1]
[ADDRESS2]
[CITY] [STATE], [ZIP]
[PHONE]
[FAX]
[EMAIL]
[WEBSITE]

Date

(Name and Address)

Re: Apologize for Missing an Appointment

Dear _____:

I apologize for missing our _____ (time) appointment for _____
(date). I am sorry for any inconveniences this may have caused to you. I would be happy to
reschedule for another time. Please contact me at your convenience to reschedule.

Sincerely,

[COMPANY]

By: _____

[NAME]

ITS: _____