

**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: \_\_\_\_\_