

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

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,

N A M E