

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Doctor's Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to inform you that I missed my appointment scheduled on [Date] at [Time]. I apologize for any inconvenience this may have caused.

I would like to request a reschedule for my appointment at your earliest convenience. Please let me know available dates and times.

Thank you for your understanding.

Sincerely,
[Your Name]