

[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 sincerely apologize for missing my appointment on [date of the appointment] at [time of the appointment].

Unfortunately, [brief explanation of the reason for missing the appointment, e.g., an unexpected personal obligation, illness, etc.]. I understand the importance of attending scheduled appointments and regret any inconvenience my absence may have caused.

I would greatly appreciate the opportunity to reschedule the appointment at your earliest convenience. Please let me know the available dates and times that work for you.

Thank you for your understanding.

Sincerely,

[Your Name]