

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Medical Facility/Practice Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my scheduled EKG appointment on [Appointment Date] at [Time]. I understand that my absence may have caused inconvenience to your team, and for that, I am truly sorry. [Optional: Briefly explain reason for missing the appointment, if appropriate].

I value the care and attention I receive at [Medical Facility/Practice Name] and would like to reschedule my appointment at your earliest convenience. Please let me know available times, and I will do my best to accommodate.

Thank you for your understanding. I appreciate your dedication to patient care.

Sincerely,
[Your Name]