

Missed Or No Show Appointment Letter

Dear [Recipient],

I am writing this letter to express my disappointment and concern regarding the missed or no show appointment that was scheduled with you. We understand that unforeseen circumstances may arise, but please keep in mind that our time is valuable.

We have been eagerly waiting for you to arrive for the scheduled appointment, but unfortunately, you did not show up. This has caused inconvenience to our team and has resulted in a loss of productivity and time.

We hope that this was just a one-time incident and that you will take necessary steps to prevent such occurrences in the future. We value our relationship with you and hope to continue to provide you with the best service possible.

Please feel free to contact us to reschedule the missed appointment at your earliest convenience.

Sincerely,

[Your Name]