

Friendly First Missed Appointment Email

Subject: We Missed You!

Hi [Client Name],

We had you scheduled for an appointment today, [Date] at [Time], and noticed you weren't able to make it. We just wanted to check that everything is okay.

We know life gets busy and things come up! Weâ€™d love to get you rescheduled at a time that works better for you.

Please give us a call at [Phone Number] or reply to this email to let us know when youâ€™d like to come in.

Best,

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]

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