

Firm Second Missed Appointment Email

Subject: Follow-up on Your Missed Appointment

Dear [Client Name],

This email is to follow up on your recent missed appointment on [Date] at [Time]. This is the second appointment you have missed.

Your time with us is important, and we reserve it specifically for you. When an appointment is missed without notice, it prevents us from offering that time to other clients.

We value you as a client and want to continue providing you with our services. Please contact us within [Number] days at [Phone Number] to reschedule.

If we do not hear from you, we will assume you no longer wish to remain an active client.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]

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