[Your Company/Practice Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Missed Consultation

Dear [Recipient Name],

This letter is to inform you that we missed you at your scheduled consultation on [Date] at [Time].

We understand that unexpected circumstances can arise. However, we would like to reschedule your appointment to ensure you receive the services you require. Please contact our office at [Phone Number] or reply to this email at your earliest convenience to book a new time.

Please be advised of our office policy regarding missed appointments: [Briefly state policy regarding fees or cancellation notice if applicable].

We look forward to hearing from you soon.

Sincerely,

[Your Name/Signature]
[Your Job Title]