

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Clinic or Doctor Name]  
[Clinic Address]

Subject: Rescheduling Request for Missed Vaccination Appointment

Dear [Clinic Name or Doctor's Name],

I am writing to apologize for missing my scheduled vaccination appointment on [Date] at [Time]. Unfortunately, I was unable to attend due to [brief reason: e.g., an unexpected emergency / illness / work conflict].

I would like to reschedule this appointment as soon as possible. Please let me know if any of the following dates and times work for you:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these times are not available, please let me know the next available opening. I am also happy to pay any missed appointment fees if applicable.

Thank you for your understanding and for helping me stay up to date with my vaccinations.

Sincerely,

[Your Signature]  
[Your Printed Name]