

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

[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Company/Organization Name]

Subject: Rescheduling Request Regarding Absence on [Date of Absence]

Dear [Recipient Name],

Please accept my sincere apologies for missing our scheduled [meeting/appointment/interview] on [Date]. Due to [unforeseen circumstances/a personal emergency/illness], I was unable to attend as planned.

I am very interested in [the purpose of the meeting] and would appreciate the opportunity to reschedule at your earliest convenience. I am available at the following times:

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

If none of these times work for you, please let me know your availability, and I will do my best to accommodate your schedule.

Thank you for your understanding and for considering my request.

Sincerely,

[Your Name]