

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

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

Subject: Follow-up regarding your missed consultation on [Date]

Dear [Client Name],

We missed you at our scheduled consultation today at [Time]. We hope everything is alright.

We understand that unexpected things happen. However, we are still very interested in discussing [Purpose of Consultation] with you and helping you achieve your goals.

Please let us know if you would like to reschedule. You can book a new time through the link below or by replying directly to this email:

[Link to Scheduling Calendar or Phone Number]

If you are no longer interested in our services, please let us know so we can update our records.

Looking forward to hearing from you.

Best regards,

[Your Name]
[Your Job Title]