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

[Date]

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

Subject: Notification of Missed Appointment

Dear [Client Name],

This letter is to inform you that we missed you at our scheduled appointment on [Date of Appointment] at [Time]. Our records indicate that you were scheduled for a [Type of Meeting, e.g., Annual Policy Review/Risk Assessment].

We understand that unexpected circumstances can arise. However, we would like to reschedule this meeting as soon as possible to ensure your commercial insurance coverage remains up to date and continues to meet your business needs.

Please contact our office at [Phone Number] or reply to this email to reschedule your appointment. You may also use our online booking link: [Insert Link if applicable].

Please Note: [Optional: Mention if there is a missed appointment fee or if this affects a specific deadline for policy renewal].

We look forward to speaking with you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]