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

[Date]

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

RE: Missed Appointment Notice
Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Incident: [Date of Incident]

Dear [Recipient Name],

We are writing to inform you that we missed you at our scheduled appointment on [Date of Appointment] at [Time] for the inspection of your vehicle regarding the above-referenced claim.

Our appraiser was present at the designated location, but we were unable to proceed with the assessment as scheduled. To ensure your claim is processed as quickly as possible, we need to reschedule this inspection at your earliest convenience.

Please contact us at [Phone Number] or reply to this email to confirm a new date and time. Please be advised that failure to complete the inspection may result in a delay or denial of your claim.

If you have already reached out to reschedule, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Title]
[Insurance Company Name]