

[Current Date]

[Client's Full Name]

[Client's Address]

[City, State, Zip Code]

Subject: Missed Counseling Appointment - [Date of Appointment]

Dear [Client's Name],

I am writing to follow up regarding your counseling appointment scheduled for [Date] at [Time], which you were unable to attend.

I missed seeing you today and want to ensure you are doing well. Our sessions are an important part of your progress, and I would like to help you get back on schedule as soon as possible.

Please contact our office at [Phone Number] or [Email Address] by [Date/Time] to reschedule your session. My current availability for a makeup session is:

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

Please note that according to our office policy, a [Fee Amount] "No-Show" fee [will be / has been] applied to your account. If there was an emergency or an unavoidable circumstance, please let me know so we can discuss it.

I look forward to hearing from you soon.

Best regards,

[Counselor's Name]

[Practice/Organization Name]