[Current Date]

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

Subject: Rescheduling Your Annual Account Review

Dear [Client Name],

We missed you at our scheduled annual account review on [Date of Missed Appointment]. We understand that unexpected conflicts arise, and we would like to get this meeting back on your calendar.

The annual review is an important opportunity to discuss your account performance, update your goals, and ensure our services continue to meet your needs.

Please let us know a convenient time to reschedule by choosing one of the following options:

- Call our office at [Phone Number]
- Email us at [Email Address]
- Use our online booking link: [Insert Link]

We look forward to connecting with you soon.

Best regards,

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