# Missed Appointment Apology Letter

This document serves as a formal apology to a customer due to a missed service appointment by our company. It aims to maintain trust, provide reassurance, and offer a resolution.

Dear **{name}**,

We would like to sincerely apologize for missing the scheduled appointment on **{appointmentDate}** regarding your **{serviceType}** service. We understand that your time is valuable, and we regret any inconvenience this may have caused.

At **{companyName}**, we strive to deliver reliable and prompt service. Unfortunately, due to unforeseen circumstances, we were unable to fulfill our commitment at the agreed time. Please be assured that this is not typical of our service, and we are taking steps to ensure that similar issues do not occur in the future.

To make it right, we would like to offer you the following:

{#compensationOptions}

* **{title}:** {description}

{/compensationOptions}

We would also like to reschedule your appointment at your earliest convenience. Please let us know a suitable date and time for your availability, or reach out to us directly at **{contactInfo}**.

{#optionalMessage}

**Additional Message:** {message}

{/optionalMessage}

Once again, we apologize for the inconvenience and appreciate your understanding and continued support.

Sincerely,

**{representativeName}**  
{representativeTitle}  
{companyName}  
*{representativeContact}*