**From Employee for some unpleasant incident/accident**

I am sorry for missing the appointment I had with you last Friday. I was fully prepared for it but suddenly I received a call from my husband where someone else was informing me of his terrific accident. I lost my senses at that very moment & had no idea of doing things correctly.

My mind was weaving plenty of fearful things about his life. The injuries were not as severe as I was told on the phone call. Though he is still on bed rest he is making a prompt improvement. This was the reason behind all the mismanagement otherwise everybody in the firm knows about my demeanor & professionalism.

I request you to kindly free a slot to reschedule the meeting to continue with our projects & ends.

Thank you!

**From a doctor's office to a patient**

This letter is to remind you that you had an appointment with the doctor [name of the doctor] yesterday Monday at 11:00 am. It is very sad that you didn’t show up for the checkup nor dropped a letter or message anywhere. You must know the importance of an appointment; we do not give that slot to any other patient no matter what because of our commitment.

This letter is to ask you that if you want to renew the appointment, do contact us at the given number & email address. On renewing the appointment, we will be charging $10 as compensation for the missed appointment. We are waiting for your reply to book the available slot.

Thank you!