DATE

From

[Your Name]  
[Business Name]  
[Address]  
[Contact Details]

To

[Recipient Name]  
[Address]

This letter is to remind you that you had a meeting with our representative at 5 pm dated [DATE] but you neither came nor informed us about your not showing up. We slotted your meeting into our calendar by canceling out some other necessary gatherings on yesterday in the evening. It was a bit disappointing that you didn’t appear or communicate in advance to cancel or carry over the meeting.

You must have an idea of how important that meeting is to both of us as we are planning to expand our business together. Everything is finalized except that signature thing that we are going to have in this meeting. So kindly inform me about your free slot so that we can reschedule the meeting as soon as possible to get things done.

Waiting for your prompt reply!

Sincerely,

[Your Name]  
[Business Name]  
[Address]  
[Contact Details]