##  Missed Medical Appointment Letter

Dear **{Name}**,

I am so sorry that I missed my appointment with Dr. Snible on Wednesday, Feb. 23. I completely misjudged traffic in the rainy weather and how long it would take me to get across town. I should have left earlier. Moreover, I should have pulled over and called the office as soon as I realized I was running late.

I understand your policy regarding missed appointments, and I am happy to pay the $20 fee. I know the doctor and your entire staff were inconvenienced by my absence.

I hope that, despite my oversight, you can reschedule me at your earliest convenience, as I am still suffering from the ailment that was to have been addressed at the appointment I missed. Rest assured that I will leave earlier next time to account for any unexpected delays on the road.

Sincerely,