

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Missed Appointment - HVAC Filter Service

Dear [Customer Name],

We are writing to let you know that we missed you today, [Date], for your scheduled HVAC filter replacement service at [Time].

Our technician arrived at your property but was unable to gain access or locate anyone to complete the service. As clean filters are essential for your system's efficiency and air quality, we would like to get this rescheduled as soon as possible.

Please contact our office at [Phone Number] or reply to this email at [Email Address] to set up a new appointment time that works for you.

Please note that a missed appointment fee of \$[Amount] may apply to your account per our service agreement.

We look forward to hearing from you.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Website]