

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

We are contacting you because we have missed you at your recent scheduled appointment on [Date] and have been unable to reach you by phone.

It is important for your health that we continue your care and follow up on [Specific Condition/Treatment/Test Results]. Regular monitoring is essential to ensure your treatment plan remains effective and to prevent potential complications.

Please contact our office at [Phone Number] by [Date] to reschedule your appointment or to let us know if you are receiving care elsewhere. If you have already scheduled a new appointment, please disregard this letter.

We look forward to hearing from you soon.

Sincerely,

[Provider/Clinic Name]

[Phone Number]

[Email/Website]