

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

This letter is to inform you that you missed your scheduled follow-up appointment on [Date of Missed Appointment] regarding your recent Pap smear results.

Our records indicate that your recent test results were abnormal. While an abnormal result does not necessarily mean you have cancer, it is vital that you return for further testing or treatment to ensure your health and safety. Delaying follow-up care can lead to serious complications.

Please contact our office immediately at [Phone Number] to reschedule this appointment. If you have already sought care with another provider, please let us know so we can update your medical records.

We look forward to hearing from you soon.

Sincerely,

[Provider Name/Clinic Name]

[Phone Number]

[Clinic Address]