

[Hospital or Clinic Name]

[Department Name]

[Address]

[Phone Number]

[Date]

Patient Name: [Patient Full Name]

Date of Birth: [DOB]

Patient ID: [ID Number]

Subject: Notice of Missed Appointment for CT Scan Results

Dear [Patient Name],

Our records indicate that you missed your scheduled appointment on [Date] at [Time] to discuss the results of your recent CT scan with [Physician Name].

It is important that we review these results with you to determine the next steps in your care and treatment plan. We ask that you contact our office as soon as possible to reschedule this follow-up consultation.

Please call us at [Phone Number] during our business hours, [Business Hours], or request an appointment through the patient portal.

If you have already rescheduled this appointment, please disregard this notice.

Sincerely,

[Sender Name/Signature]

[Title/Office Position]

[Clinic Name]