

Date: [Current Date]

Patient Name: [Patient Name]

Address: [Patient Address]

Date of Birth: [DOB]

Subject: Reminder: Missed Chronic Disease Follow-Up Appointment

Dear [Patient Name],

Our records indicate that you missed your scheduled follow-up appointment for [Condition Name, e.g., Diabetes/Hypertension] on [Missed Date].

Regular check-ups are a vital part of managing your long-term health. These appointments allow us to monitor your condition, review your medications, and adjust your treatment plan to prevent future complications.

Please contact our office at [Phone Number] as soon as possible to reschedule this appointment. If you have already made a new appointment or believe you received this letter in error, please disregard this notice.

We look forward to seeing you soon and continuing to support your healthcare needs.

Sincerely,

[Doctor/Provider Name]

[Clinic/Practice Name]

[Contact Information]